**Procedures**

Class procedures are not RULES; they are the things we all do to make sure that our learning environment functions smoothly so we all can achieve our learning goals. In a class where ALL STUDENTS understand basic procedures, life is less stressful for you and your teacher. **Procedures = Learning**

**Entering Class:**

* Come in quietly without pushing or shoving.
* Sign-in on the attendance sheet.
* Grab your composition (Writing Journal) notebook.
* Start working on the warm-up right away.

**Exiting Class:**

* Put away your composition notebook.
* Clean and organize your desk and general area. Put away books and class materials neatly.
* Wait in your seat to be excused by Miss Keele, don’t just leave when the bell goes off.

**Borrowing a Pencil:**

* Borrow a pencil from the cup near the sign-in sheet.
* Return pencil at the end of the period. Taking my pencil is STEALING.

**Sharpening a Pencil:**

* Ask to sharpen a pencil at a reasonable and respectful time.

**Bathroom/Locker Breaks:**

* Fill out the hall pass.
* Do your thing.
* Return to class quietly.

**Getting the attention of the class:**

* If the lights go off, look at me and get quiet.
* If I start counting backwards from three (3), when I reach one (1) you should be in your assigned seat and quietly looking at Ms Keele.

**Turning-in work:**

* Use the basket in the back of the room. Place your work in the basket that is labeled for your class. Highlight your name with a highlighter.

**Getting Make-up Work:**

* Visit the “I Was Absent” basket
* Remove all papers that have your name – they are yours.
* You have two (2) days for every day you were absent (excused absences) to complete your work.

**Recovery (Required):**

* If your name is on the front board, or listed in the hallway - Recovery is Required.
* When a student fails to show up 3 times they will earn a referral and be expected to call home and arrange a time to come in after school to improve their grade.

**Recovery (Voluntary):**

* Students should pick-up a “Recovery Pass” (near the sign-in clipboard) during class.
* Come to class during Recovery and be prepared to work. Voluntary Recovery students will be asked to leave if they are only socializing.

**Getting a drink:**

* I don’t care if you get a drink as long as it doesn’t disrupt the class.

**Participating in Discussions:**

* When someone is talking, use active listening skills.
* Don’t “call out” without permission.
* Raise your hand if you have something to share.
* Be respectful and reasonable.
* If it doesn’t contribute to our learning goals – don’t share.

**Assessments:**

* Always have a completely clear desk when taking assessments.
* Put space between you and others if possible.
* Move away from possible cheaters.
* Keep your eyes on your own paper.
* Use only your own resources and your brain.
* NO TALKING (this includes any type of communicating)
* Communicating with another student during an assessment will result in a Major Referral.

**Class Work/Assignments:**

* Use in-class time for the task that’s been assigned. All unfinished work will become homework, due the following day.
* Class work/Assignments can almost always be done in groups, pairs or alone, the choice is Ms Keele’s.

**Homework/Projects:**

* In most cases Homework refers to the quarterly book report.
* Homework/book reports are due on the assigned dates
* Homework that is turned in late will be docked 5 points per day; unless prior arrangements are made with Miss Keele.

**Finishing Early:**

* Don’t bother others that aren’t finished.
* Read a book, work on assignments from another class, do make-up work, draw, use phone with permission.
* Ask me for something to do. You can probably help me in some way.

**Cell Phones:**

* Cell phones must be in the cell phone holder at the beginning of class, and may be retrieved at the end of class. While in the holder cell phones must be on silent.
* Cell phones may be used during passing period.