**Classroom Procedures, Cleveland High School**

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| **CLASSROOM PROCEDURE** | PROCEDURE STEPS |
| **Why do we have classroom procedures?** | Procedures are fundamental in life. We follow procedures in our daily lives for a variety of things such as driving a car or waiting in line at a restaurant. There are also procedures in this classroom. These procedures ensure a positive atmosphere in the classroom. They contribute to a controlled learning environment for everyone.  |
| **A. Beginning-of-period** |  |
| 1. Entering the Classroom
 | 1. Enter the classroom walking quietly. Get your materials and go to your assigned seat. 2. Complete the Board Warmer assignment on the board in your notebook. 3. Sit quietly and wait for further instructions. \*Sharpen pencils BEFORE the bell rings. Students must be in their seats with their materials ready PRIOR to the tardy bell to be counted present.  |
| 1. If You are Late
 | 1. Enter the classroom quietly and hand the teacher your tardy note. Get your materials and mark a tardy on your student tracker. Go to your assigned seat and quietly begin working. 2. If you do not have a slip, mark yourself tardy in the tardy book. \*Reminder: 2 Unexcused Tardies = 1 Unexcused Absence.  |
| 1. If You were Absent
 | 1. Hand the teacher your note. It will be returned signed.2. Get any work missed from the Make-Up Work folder. 3. Ask a friend for notes, directions, and clarity on assignments BEFORE asking the teacher. \*Students are only allowed 4 absences per quarter by Johnston County Policy. Students exceeding this limit will receive a 69 for the quarter. It takes 2 make-up sessions to make up 1 absence.  |
| 1. Student Expectations
 | BE SMART: 1. Seated—Have materials ready and be in your seat before the bell rings. 2. Mature—Take responsibility for your actions.3. Attentive—Pay attention & actively participate.4. Respectful—Respect yourself, others & our school.5. Timely—Be on time and prepared for class daily.\*Follow all classroom and school rules everyday! |
| **B. Out-of-room policies** |  |
| 1. Going to restroom
 | 1. The best time to use the restroom and get water is in between classes. However, if you must go during class, it will only be allowed during classwork or group work time.2. You will be required to log these trips on the hallpass trip clipboard by the door3. Raise your hand to ask during group work to go to the bathroom. No bathroom, unless an emergency is allowed during direct instruction. I will nod if it is an appropriate time for you to go. Write down the information in the hall pass clipboard. Take the pass by the door. Go to the CTE Building restroom and return quickly and quietly. 4. Only one student may be out of the room at any given time. |
| 1. Emergencies
 | 1. If you are ill, please let me know at the beginning of class. 2. If you must leave, inform me without disrupting the class. 3. If you need assistance, please let me know before leaving the room. 4. Return to my room as soon as you are able. 5. Speak with me after class regarding the emergency.  |
| 1. Going to Another Classroom, Computer Lab, Outside, or Library.
 | 1. Students will line up quietly when directed by the teacher. 2. Students will walk down the hall silently and stay together. 3. Enter the new room quickly and quietly and go to an available seat. 4. All expectations for my classroom are the same when we are in a different location.  |
| **C. Materials and equipment** |  |
| 1. What to bring to class
 | Students should have all of the required materials in their possession. Binders may be left in the classroom in the designated areas only. If you want to take your binder home, you are REQUIRED to bring it to class DAILY.  |
| 1. Pencil sharpener
 | 1. Students may sharpen their pencils prior to the tardy bell. 2. If your pencil breaks, quietly ask a nearby student if you may borrow one. 3. If you are unable to borrow a pencil, raise up your pencil and to signal to me that you need a pencil. 4. If I nod, you may quietly get up and switch out your pencil with one at the student supplies table.  |
| 1. Other room equipment
 | You will use other room equipment with care and respect and ONLY when given permission by the teacher or at designated times. **If you choose to play with the eye-wash station you will be written up** |
| 1. Student contact with teacher’s desk, storage, other materials
 | You may not leave your seat at any time without permission. You may not touch the teacher’s desk, storage or other materials in the classroom.  |
| **D. Ending the period** |  |
| 1. Stopping student work
 | You will stop work as directed by the teacher. |
| 1. Cleaning up materials and supplies
 | You may quietly clean up materials and trash around your desk when directed by the teacher. |
| 1. Dismissing students
 | You will be dismissed by the teacher (not the bell) and may get out of your seats after the teacher says. |
| **E. Seatwork and Instruction Procedures** |  |
| 1. To get Your Attention
 | A number of methods will be used to get your attention including flickering lights, clapping, silence, or other methods throughout the course of the semester.  |
| 1. Student participation
 | All students must participate in the classroom as a part of your grade. If you choose not participate, you will have to accept the consequences for not being responsible (breaking a rule) as outlined in my rules and consequences.  |
| 1. Turning in Assignments
 | Make sure all work it turned in ON TIME. The quality of your work is a reflection of who you are, and I expect you to give me your best.  |
| 1. Seatwork procedures
* Talk among students
* Obtaining help
* Out-of-seat
* When seatwork has been completed
 | 1. Students must work independently without talking unless directed by teacher. 2. If permission is given by the teacher, you may talk among other students using an inside voice. 3. If you need help, please raise your hand only after seeking help from a neighbor quietly. 4. You may not get out of your seat unless directed by the teacher. If permission is given, the student will move silently to their designated location and being working. 5. When seatwork has been completed, students should have another assignment to work on. If no assignment is available, the teacher will assign an assignment. |
| **F. Student Group Work** |  |
| 1. Use of materials and supplies | All materials used must be used delicately and with extreme care. Students must return all used items to the designated location upon completion of use. |
| 2. Assignment of students to groups | Students will be assigned to groups using a variety of strategies and must assemble in their group without any unnecessary comments.  |
| 3. Student participation & behavior | Students must actively participate in the group and will be graded by their peers and myself for their level of participation. You will be assigned a job while working in groups and must try to work as a team to accomplish your goal. If there is a problem, try to work it out before coming to me.  |
| **G. Miscellaneous** |  |
| 1. If We have a Visitor | If someone comes to our classroom, continue working without interruption.  |
| 2. If I step out into the hallway or if there is an interruption.  | Students must sit silently and continue working.  |
| 3. If you have a substitute or are working with a different teacher for any reason.  | Treat every adult in this classroom with respect and follow all classroom procedures.  |
| 4. Fire drills | 1. Stand up immediately and silently and move towards the back door. 2. Exit the room quickly and walk to the back parking lot.3. Stand as a group until the signal is given to return. 4. Upon returning to the classroom, enter quietly and continue work as before. |
| 5. Disposing of Trash | Hold until the end of class and throw away in trash can. |
| 6. Cell Phones | Students will only be allowed to use cell phones if they have earned a listening contract.  |
| 7. Code 300 | 1. Stand up and move towards the side of the room by the tool room.2. Stay quiet and still until an announcement is made.  |
| 8. Tornado Drill | 1. Stand up immediately and silently line up at the door.2. Walk to our designated area and get in the tornado safety position.3. Wait until instruction is given to get up.4. Return to class quietly and continue working.  |
| **H. SMART Lunch Procedures** |  |
| 1. Entering the room  | Students attending a SMART lunch tutorial must be in my classroom before the bell rings. Only students with lunch trays will be accepted into the room after the bell.  |
| 2. Signing In  | Students must sign in EVERY TIME you come to my room during SMART lunch regardless of the reason. Sign into the binder as you come in and record in your notebook for me to initial.  |
| 3. Classroom Behavior | ALL rules & expectations of my classroom apply to SMART lunch as well. If you are in the classroom just to hang out, you must stay seated and quiet because there are going to be other students in the classroom working or testing.  |
| 4. Clean Up | About 2 minutes before the bell, I will remind you to clean up your lunch/snack trash and straighten the room. If you have moved desks or used any of my supplies, please return them before leaving the classroom.  |