

# **MRS. SWART'S CLASSROOM PROCEDURES**

## **ENTERING THE CLASSROOM**

The student will enter the classroom quietly with the needed materials (Book, Notebook, Agenda, Pencil and something to work on if you finish the day's assignment). The student should be in his/her assigned seat when the bell rings to be counted present and not tardy. If I am not in the classroom, the students should wait quietly in the hallway and enter the classroom when I come. Students will not be counted tardy if they are waiting for me.

## **STUDENT AGENDA USE**

The student must have his/her agenda **at all times**. The student will use the agenda to record daily assignments. The agenda is also used for hall passes, library passes, office passes and as a communication tool between the school and home.

## **BEGINNING OF CLASS**

The student should immediately go to his/her assigned seat and record the day's assignment in his/her agenda from the board. He/she may then turn in any needed papers, put returned papers in his/her notebook and begin on the day's focus assignment.

## **ABSENT FROM CLASS**

When a student is absent from class he/she will find copies of the missed work in a binder with his/her class name on it. This binder is located under the bulletin board on the bookshelf. There is a calendar hanging on the bulletin board with the assignments written on it. The student needs to write the assignment he/she missed in his/her agenda. They then need to find the date they were absent in the binder (there are numbers 1 - 31). The worksheet (if we had one) will be behind the date's number. For example: if he/she were gone on the 16<sup>th</sup> of the month they will look behind the number 16 and the worksheet will be there. It is the student's responsibility to get their back assignments and have them turned in by the appointed time.

## **PENS/PENCILS/PAPER**

Regular #2 pencils or mechanical pencils are acceptable. No ink pens (even erasable) will be accepted. The student should use loose-leaf notebook paper for assignments. Spiral notebook paper with ragged edges is discouraged.

## **NEEDING A PENCIL OR PIECE OF PAPER**

If the student needs a pencil they may borrow one from the pencil holder on the front table, making sure to return it by the end of the period. (do not make this a daily habit) Paper may be borrowed from a friend. If no pencils are left or no paper can be found the student will be sent to his/her locker for the needed supplies and counted tardy.

## **PASSING OF PAPERS**

Papers are to be passed properly without a disturbance. The student should take his/her paper from the stack then hand the remaining papers to the next student. They will then take their paper from the stack repeating this procedure until everyone has received a paper.

## **HEADING ON PAPERS**

Students are to put proper headings in the upper right hand corner of all papers. This includes name, class, date and assignment. Here is an example:

Jane/John Doe  
1<sup>st</sup> hour S.S.  
Aug. 20<sup>th</sup>, 2011  
Pg, 276, #1-8

## **HANDING IN COMPLETED WORK**

When the student finishes his/her assignment they may quietly leave their desk and hand in the paper into the correct basket on the shelf. They will then return to their seat and find something quietly to work on.

## **RETURNING GRADED PAPERS**

A helper will be selected each week to hand back graded papers. This student should follow beginning class procedures. When he/she has completed that they may quietly get up and get the graded papers from the basket and begin passing them back to their owners. Inability to do this job without distraction will forfeit the student's ability to have the privilege of performing this task ever again.

## **TEACHER SIGNAL FOR QUIETING THE CLASS**

I will signal when I need the class's undivided attention by saying the word SALAME. (Stop And Look At ME) Students are to stop whatever they are doing, get quiet and look at me for further instruction.

## **DESKS**

All desks have their right front leg on a piece of tape. Desks are to remain on their piece of tape unless the student is working with a partner or in groups. If desk's are moved for any reason they will be put back on their piece of tape at the end of the period before the class will be dismissed.

## **TEACHER'S DESK**

My desk is off limits. No student should be behind my desk area or in my desk without permission. Please do not handle my personal things on my desk or shelves to prevent an accident.

## **DISMISSAL**

When the time for class to dismiss is reached, the student is to be quiet and remain seated at his/her desk. I will then make sure all desks are on tape, trash is cleaned up in the room, and all borrowed supplies are returned. When all those things are complete I will dismiss the class (not the bell). The student will exit the classroom in a quiet, polite manner.

## **NEEDING TO LEAVE THE CLASSROOM**

Students **have** to have their agenda in order to leave the classroom. It needs to be signed by the teacher as to where they are going. If students need to return to their locker for needed supplies they will be counted tardy. Office, library, or restroom visits will be up to the discretion of the teacher. Upon returning the student is to quietly go back to his/her seat and resume work.

## **GOING TO THE LIBRARY**

Students are allowed to go to the library for research, or checking out materials as needed for class. They also are allowed to peruse the available resources there at any time **after** his/her assignment is complete. One pass to the library per class period should be sufficient.

## **TEXTBOOKS AND BINDERS**

The student will check out a textbook for this class. I will record that book's number and the student is responsible for the condition of that book. A 3-ring binder provided by the student is also needed. All returned assignments, notes, etc. will be stored in the binder and will be graded periodically on neatness and completeness.

## **INCOMPLETE/MISSING ASSIGNMENTS**

The school policy of Power Hour will be followed. If a student does not have an assignment or has it, but it's incomplete, he/she will be sent to the office to call their parents and arrange for a Power Hour. Assignment can be turned in at the end of Power Hour to the teacher or taken home if not done and handed in at the BEGINNING of class the next day. The assignment will be taken for a grade, but 25% will be deducted from the total. Completing assignments on time is important. This is teaching students responsibility and skills needed for holding a job. (Deadlines, etc.)

## **WHEN THE TEACHER LEAVES THE CLASSROOM**

If I must step out of the classroom, it will be for a very short time. I may have a phone call or need to talk to someone at the door. The students should continue working quietly on the assignment and follow all class rules.

## **SCHOOL WIDE ANNOUNCEMENTS OR PHONE CALLS**

If the phone rings all students are to remain quiet. Proper manners are to be used so I can take the phone call without interruption or noise. When announcements are made over the intercom the students should stop, and listen to what's being said. When the announcement is finished, they may resume the lesson or assignment.

## **FIRE DRILL**

When a fire alarm is sounded, the students will exit the classroom quietly and orderly. They will exit to the right and go outside. Once outside students will line up alphabetically so I can take roll and note any absent students. When the all clear is given, the students will be allowed to come back into the building, return to the classroom and class will resume.

## **TORNADO DRILLS**

When a tornado alarm is sounded, the students will quietly and quickly exit the classroom to the left. They will then go to the band room and move as far into the room as possible so as not to block the doorway for other students needing to enter. The students are to remain quiet at all times so instructions can be given if needed. When the all clear is given by administration, the students will be allowed to return to the classroom and class will resume.

### **INTRUDER DRILL**

When "lock down" is called over the intercom, students first response should be to get out of the building if possible and move to our "safe" location (Southern Baptist Church). If that isn't possible they should move to the north west corner of the room and sit silently so as not to draw attention of the intruder to the room. Students will not be allowed to use their cell phones so phone lines can remain open. When the all clear is given, class will resume.

### **BECOMING SUDDENLY ILL**

If a student becomes suddenly ill and needs to leave the classroom to go to the restroom, he/she should quickly and quietly exit the classroom. (If you need to take the trash can with you do so) When the student is feeling well enough they should return to the classroom for their supplies and I will sign the agenda for the student to go to the office to visit the nurse or call home.

### **DISCIPLINE**

Discipline will follow the school policy of "Give 'em 5". If solutions can't be reached then the student will be sent to the office and a call home will be made as soon as possible.

### **WORKING IN GROUPS**

When you work in groups or with a partner you need to use your six-inch voice. I should not be able to hear you across the room nor should the other groups working around you. You need to be respectful to others in your group and/or your partner. Everyone should participate and put forth full effort.

### **HAVING A SUBSTITUTE**

If I am ever gone and a substitute is in the room my rules do not change. Follow my rules even if the sub. allows something that I do not. If you get in trouble for the substitute your punishment for me is double whatever the substitute gave you.

### **GRADING**

The student's grade is made up of several parts. Daily work, tests, notebook checks and projects. Letter grades are based on the following grading scale:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 0	F