**Mrs. Snyder’s Classroom Procedures and Expectations**

First off, let me welcome you into my classroom! I am excited to have you here, and know that we will have a successful semester together. I am a veteran teacher with 12 years of teaching experience, so I can assure you that you are in good hands. The very first thing we need to cover is our classroom procedures.

**Webster’s defines procedure as “the act or manner of proceeding in any action”.** Procedures are how we do things, anything. In all areas of life we must learn and follow the proper procedures to be successful. Some examples of procedures would be: how to start and drive a car, how to go to the movies, how to execute a play in any sport or activity, how to send an email or text, or even how to get our lunch at school. For you to be successful in my class, or any class for that matter, you must know and follow the classroom procedures. Procedures are not rules; they are simply ways we learn to do things. When you do not follow the proper procedure, I will ask you to repeat the action, displaying the proper procedure.

The procedures on these pages are the ones we need to learn to start our class successfully. There will be other procedures that we will learn throughout the semester. You must master these procedures to ensure your success in my class.

**Procedure #1 - Entering class:** You should enter class in a quiet and orderly fashion with all materials (textbook, notebook, pen/pencil). Then sit down and get your materials out to begin working. If there was homework, please pass it up at this time. An example of the wrong way to enter class would be entering class loudly and wandering around the classroom.

**Procedure #2 – Where to find what we are doing today:** look on the white board to the LEFT of the Promethean board. On the Promethean board will be your bell ringer/journal entry or warm-up assignment. Once you sit down and get your materials out, you should immediately complete the task that is on the Promethean board. Once you have finished your bell ringer you should check your whiteboard to see what your next assignment is; keeping yourself occupied quietly until all others are finished.

**Procedure #3 – How to organize my assignments:** In your notebook, always list the name and date of the assignment. It is perfectly fine to have more than one assignment on a sheet of paper, just make sure you label and date each assignment (bell ringer, terms, questions, etc.). My expectation is that they will be organized, neatly done, and complete. **All assignments not checked or turned in will receive a grade of zero (0). That zero will remain in my grade book until the assignment is checked (it is your responsibility! If late, you will receive a 50 once completed. Projects and Labs will decrease by 10 points each day late.)**

**Procedure #4 – What I will do when I want your attention**: When I want your undivided attention and silence I will raise my hand and begin counting backwards from 5 (5, 4, 3, 2, 1). By the time I get to 1 I will expect you to be silent with your eyes on me, awaiting further instruction.

**Procedure #5 – What to do when you want my attention**: Raise your hand in a quiet manner when you need my attention. Do not waive or shout, simply raise your hand and wait for me to acknowledge your request.

**Procedure #6 – What to do when you have finished your assignment**: Anytime you finish an assignment, you should check the board for the Homework (Right Side of Board) and begin working on it if possible. If it is not possible to begin the next assignment, please keep yourself occupied quietly while the other students finish. People work at different speeds so it is important to be considerate of your classmates when you are through.

**Procedure #7 – What to do if my pencil breaks or I do not have a pencil**: Go to the area of the room labeled the STUDENT CENTER. You will find a pencil sharpener there. You will also find 2 cans; one labeled “used pencils” and one labeled “new pencils”. Get a new pencil and sharpen it. When class is over, please return the pencil you borrowed to the “used pencils” can. You do not have to ask permission to sharpen or get a new pencil, but do so quietly without *distracting others*.

**Procedure #8 – What to do if I need to use the restroom or get water**: Go to the STUDENT CENTER where you will find a sheet to record where you need to go. Sign the sheet, indicate Name, Date, where you need to go, Time in, Time out, and take the restroom pass with you. You do not need to ask permission to go to the restroom or water fountain, but do so quietly without *distracting others*. Do not abuse your restroom privileges or they will be taken away. DO NOT PULL the door all the way closed when leaving the room. Using the restroom during class is a last resort and should not happen on a daily or even weekly basis. This is for emergency situations. You may have your privileges suspending if you try to go too much.

**Procedure #9 – What to do if you are tardy to class:** Look in your hand. If you do not have a pass, from the attendance office (white), you will be sent to get one. If you are not in your seat when the bell rings, please sign out, and go get a pass.

**Procedure #10 – What to do if you are absent from class**: Before class begins, go to the STUDENT CENTER where you will find the previous days assignment, including any sheets or handouts that were given out. Complete your assignments after you have finished your work for the day or for homework. If you are absent on the day of a test, be ready to take your test on the day that you return. You can take tests before or after school any day.

**Procedure #11 – What to do if I am absent from class:** If for some reason I am not at school, I expect you to complete your assignments and behave just as you would if I were here. Your job is to help the Sub and make the day run as smooth as possible. All work given when I am out will be checked immediately upon my return. I expect you to follow all of our normal procedures when I am out. If your name is written down from the sub, it will result in an automatic referral before you enter my class the day I return.

**Procedure #12 – What to do if I need to throw something away**: A trashcan will be located in the STUDENT CENTER. Throw your trash away without *disrupting* other students.

**Procedure #13 – What to do if we are on modified bell schedule**: The modified schedule that we are on will be posted in the STUDENT CENTER.

**Procedure #14 – What to do if the fire alarm goes off or there is an emergency:** If the fire alarm goes off, stay calm and quietly leave the classroom. Go to our pre-determined spot and wait for me to arrive. Leave your stuff in the classroom and the door will be locked. If there is another kind of emergency, wait until I instruct you on what to do.

**Procedure #15 – How to behave if we are watching a video:** You must remain in **your** seat, focused on the program we are watching. Every video that we watch will have an assignment to go with it. You may not sleep, or disrupt others in any way. Please be considerate of your classmates as we watch videos.

**Procedure #16- How to end class: Do not pack up on your own.** Please wait until I instruct you to pack up. We will work from the beginning of class until the end of class. Remain seated until it is time for you to go.

**Procedure # 17- How do I interact during a Lab or activity?** If you are told to get goggles, you will wear goggles for the ENTIRE lab experiment. (Gather materials – cleaning lab station) There is to be no horse playing. If you have a question, please raise your hand. When done, lab should look just like when you started to activity.

**Procedure # 18- How do I retake or make up missed tests and projects?** You will need to schedule a time with me any day before or after school to complete missed tests and or retaking (77 or below). This is your responsibility.

**Procedure # 19 – Distraction/ disruption** - If any of the above procedures talk about a distraction it should not be done while I am teaching. The exception is if your pencil breaks, come and grab an already sharpened pencil.