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**Procedures**

Arrival:

-Students will arrive on time and seated before the bell rings. This ensures that the bell work will be ready to complete upon the start of class. Each student will be able to choose their seat at the beginning of the school year to sit in, however, if the student is distracted by their seated neighbor, the teacher reserves the right to move the respected student to a different seat throughout the school year.

Tardy:

-Students who are late to my class are considered tardy, therefore, they will need to sign in my ‘late arrival’ book upon entering class after entering the classroom. A tardy by my standards is the student not being present in their seat by the time the bell rings. Simply being present in my classroom does not count as being ‘on time.’ Three tardies in a period of 6 weeks will result in a written warning in my book. Every other tardy after that will be another written warning based upon the discipline standards.

Absence:

-Sometimes life happens, I understand that there are extenuating circumstances that may require the student not to be present in my class. If a student is going to be absent in an upcoming class, it is either theirs or their parent’s responsibility to let me know ahead of time. They must also provide the front office with a written note by the parent or doctor before coming to class the next time around. They will receive a pass from the front office to hand to me in order to let me know their absence was excused. Any unexcused absences will result in disciplinary procedures set by the front office guidelines.

Homework:

-Homework will sometimes be assigned to students based on the ability to complete independent activities during class. Other times, there will be some assignments for the students to complete outside of class work. If the student has homework assigned, there is an expected due date for the student to complete the assignment by. If the assignment is late, there will be a 10 point deduction for each day until after the third day the assignment is past due. After the third day, I will not accept the assignment and it will result in a 0 for the grade. Accommodations or modifications for the assignments can be made upon request ahead of time with the proper documentation.

Getting the Class’ Attention:

-In order to get the classroom’s attention, I will say ‘eyes on me.’ In response, the student will reply ‘eyes on you.’ There may be other methods of grabbing the class’ attention, such as saying ‘if you can hear my voice clap once’ or other tricks teachers have used to grab student’s attention. Once the student’s hear these commands, they are expected to direct attention towards the teacher as they I have an important lesson to teach them.

Visitor in the room:

-If there is a visitor in the room, students are expected to treat them with the same respect they would show towards me as the teacher. Sometimes there may be an observer or a guest speaker, the students should not treat this as a complete surprise. If I have to chat with the visitor out in the hall, students are expected to complete their assignments unless said otherwise. Students should not treat that situation as if there are no guidelines to follow just because I have a pressing matter to attend to.

Getting the Teacher’s Attention:

-At this grade level, students are expected to know how to properly grab the teacher’s attention. If the student has any reason to ask a question for me or a request, students should raise their hand properly, and I will call upon them at the opportune time to answer their question. Blurting out a question or a request during the middle of instructions is not an appropriate method of grabbing my attention and is a break of the Social Contract we will establish at the beginning of the school year.

Restroom:

-Students will be given the opportunity to use the restroom during my class period so long as they have a restroom pass. Restroom passes will be handed out during the beginning of a 6 week period, there will be 12 total passes handed out. If the student runs out of passes, they may still use the restroom, it will instead count as an unexcused tardy in lieu of a pass. Students will be encouraged not to use all of their passes, however, as they will receive bonus points at the end of the 6 weeks towards a quiz or test, or even to make up for a missed assignment. No students will be allowed to use the restroom if there is less than 10 minutes in class.

Lining Up/Hallway:

-Students in the 8th grade will not have to line up out in the hallway, however, they are still expected to walk the hallways with courtesy and respect for fellow students and teachers. At the end of class, students may line up after I tell them they are free to line up at the door for the next class. In order to do this, students will need to be in their seats and remain quiet for them to be eligible to line up at the door. Once they are lined up and the bell rings, they are dismissed from my class period.

Collaborative Group Work:

-If students are assigned a group activity, students may work together as long as they are able to stay on task. If students get off task and are unable to work together, everyone will have to return to their seats and complete the class activity independently.There will be several assignments that will require the students to work together as some assignments require multiple perspectives other than theirs. My hope is that they can work together and stay on task during these assignments, it will be to their benefit.

Transition:

-Transitioning from one class to the other should not be very difficult barring a pre-AP to regular class and vice versa. If one class is more advanced, I will have to transition to give them more work to do in my lesson plan. Therefore, it will be up to me to figure out my enrichment strategies with each different class I have.

What To Do When Done:

-For students who finish their coursework early, they will have time to start their assignments that are due the next class period. Another use of time would be to work on a project that may be due later in the semester. On top of that, there will be several enrichment activities per lesson if the students master that portion of the Unit that we cover in class.

Dismissal:

-As stated earlier, I will be the one in charge of dismissing the students at the end of the class period. In order to be dismissed, they must be lined up at the door at my instruction. In order to be lined up at the door, they must be in their respective seats and quiet. Once they have done this, they will be allowed to line up at the door and be dismissed once the bell has rung.

Home and School Connection:

-It is very vital that parents are aware of what their children are learning in our class. In order to keep them up to date, I will be have a blog on my website for parents and students to comment on if they have a question about my class. I will check it daily for about an hour in order to keep parents on the loop as to what their child is learning in my class and answer a question or concern they may have otherwise. I believe the blog is an up-to-date method that is easy for the parents to have transparency with me as their child’s teacher and gives them an opportunity to have a voice with me outside of one-on-one meetings that may be unavailable due to busy schedules.

Bullying Pledge:

-As a teacher, I will not tolerate any form of bullying in my classroom or in the hallways if I see it. The act of humiliation and embarrassment towards another student is NOT acceptable to my standards. If a student is being bullied, they need to come and notify me, or their parents need to notify me along with their child for clarification. If a student is a witness towards bullying, they need to not only intervene and stand up for their fellow classmate, but they need to notify an adult (teacher, administrator, principal, etc.). Any student who stays silent and passes by an act of bullying without acting on their behalf is as guilty as the bully themselves. Should I witness any form of bullying in general, I will take action and send them directly to the front office for further discipline. I was a victim of bullying myself, I know exactly what it looks like and when it should be intervened. I hope that my fellow students will take pride in protecting their fellow classmates from harassment and bullying of any kind.

As a teacher, it is my responsibility that the students know how to follow all of these procedures in my classroom. A student may not understand the procedure completely if just told what to do verbally or see it written somewhere in the classroom. Therefore, I will use the 3-step cycle at the beginning of the school year to show students exactly what it is I am expecting of them in my classroom. What I might do is have a student act out a scenario such as entering the room late while I am teaching, or have a student blurt out that they were not there on the day that we discussed a certain material, all of those scenarios I will pick a random student to act out for the class. I will then demonstrate to the class as the teacher what my response will be towards those implications and explain that there will be certain responses I will give throughout the semester no matter what on those scenarios. Students will be allowed to rehearse what the proper way to grab the teacher’s attention is and how to ask to use the restroom in my classroom. There will also be other scenarios to rehearse at the beginning of the school year. Throughout the school year, I will reinforce what my expectations are so that students will clearly understand what to do throughout the school year when they are in a situation and are unaware of what to do. Any time a student does not follow protocol with the procedures they were taught, I will remind them that they are acting out of line and show them the procedures on my classroom wall and the Social Contract what they need to do in order to fulfill their request in my classroom. Overall, I feel that I will be successful in implementing procedures for my classroom and I believe the students will be aware and understanding of what is expected of them during the school year.