

List of Initial Procedures - Teach to Students

Dress Code Enforcement	Shirts tucked, no gum/candy (1 st Verbal/2 nd Parent/3 rd Referral)
What to do at arrival time (class)	Sharpen pencils, journals 5-7 mins/ Teacher-attendance
Tardy procedure	1 st -2 nd Verbal Warnings/ 3 rd parent contact / 4 th -Referral
How to enter the classroom	Shirts tucked, no gum, quietly, positively, ready 2 work
Where to sit	NOW-choose good seat / LATER –assigned seats if needed
What to do with backpack	Get supplies needed, then leave under seat until dismissal
Moving around the room	Raise hand for permission/keep trash on table until exiting
Restroom breaks	Raise hand with 2 fingers for BR, s/o @ Byerly's room
Water breaks	Take before entering room, unless hiccups or coughing
Going to the clinic	Copy down all work for day on planner b4 asking for pass
Fire alarm procedure	Quietly & quickly get up, line up & exit to immediate stairs on right, exit breezeway by cafeteria out to the parking lot, go straight ahead and form a line so I may take roll; stay w/class
Student talk	Raise hands unless discussion, RESPECT me & peers
Where to find assignment / directions	On board
Getting materials	Journals & pencils sharpened @beginning of class; all other supplies should be in book bag, brought to class daily
Heading on papers	Upper right hand corner: Last Name, First, Period#, Date On 1 st Line: Assignment name, CH# /Sec# , pg#
Where to find absentee assignment	On Bulletin Board, look up lesson plan posted or ask peers
Where completed papers go	In Blue Basket when collected
Where to turn in homework	In Blue Basket when collected
What to do if student finishes early	Read a book, work on next job, help others
Incomplete assignments	Results in grade reduction or if allowed to take home to finish
How students will be graded	Grading policy -on Syllabus show ppt scale
Daily materials needed	CW/HW, paper, pencils/pens, journals, PMA
How to organize materials / notebook	Red folder & journal stays in class; blue folder should have paper, HW & assignments needed for daily work
Recording homework and events	Write all onto planners; copy targets in planner too
Lunchtime procedure	4 th pd 1:00-1:30pm, Table 1B, form a quiet, straight line to exit, down the hall, stairs, into cafeteria/ Return the same
How to work cooperatively	Small groups will be assigned at times/or free-choice too
How to get teacher's attention	Raise hand & wait for acknowledgment by teacher
How you will get students attention	Raising of hand & count down 5 to 1; quiet or consequences
School wide announcements are made	Immediate silence of ALL
Changing classes	Clean up your area & wait for dismissal by teacher (not bell)
If teacher is absent or at a meeting	Behave better than usual & do all assigned work by Sub
Lining up procedures	Form a quiet, straight line to exit pod, down the hall, stairs, into designated area/ Return to class the same manner
What to do when the bell rings	Clean up your area & wait for dismissal by teacher (not bell)
What to do at dismissal (PM)	Clean up your area & wait for dismissal by teacher (not bell)
Late Homework Policy	1 st -Full Credit / 2 nd - 20% reduced / 3 rd -50% max credit
Dress Code Policy	1 st -Verbal / 2 nd –Parent contact / 3 rd - Referral written
Review Grading Policy	* Show ppt Grading Scale*