

## Classroom Guidelines

### **Bell Work / Seat Work**

*There will always be an assignment on the board as soon as you walk into class. You will begin this class work when you come into my class and take your seat.*

### **Bathroom Passes** Every student will be issued their own bathroom pass in my class

*If you need a bathroom break, please raise your hand with your bathroom pass and wait for my permission. You will need a bathroom pass to leave class, so don't lose it!*

- 1) Be in your seat and working when the bell rings. No moving around the class.
- 2) **Treat each person in the classroom with dignity and respect.**
- 3) Follow any and all directions the first time they are given.
- 4) Follow all procedures and policies outlined in your school handbook.
- 5) Do not disrupt class in any way. My classroom is for learning.
- 6) What to do when you return to my class after an absence:
  - a. **Unexcused:** Go to folder on my desk and fill out a pink slip.
  - b. Obtain a copy of the missed classwork and/or homework.
- 7) What to do if you have a scheduled absence (if you check out of my class):
  - a. Let me know as soon as you come into class.
  - b. Quietly raise your hand to get my attention.
  - c. Pack up quietly and leave at your pre-scheduled time.
  - d. For emergencies only, quickly get my attention.
- 8) How to turn in papers in my class (**do not get up or leave your desk**):
  - a. Place papers on the "left side" of your desk.
  - b. Pass your paper to the person in front (or to the side) of you (and any papers you have been handed) until the stack reaches the front/side desk closest to my desk. I will collect the stacks of paper.
  - c. Essays will be typed in Google Docs and turned in via Turnitin.com.
- 9) Classroom Discussions must be relevant to the lesson topic. If you have a question that is off-topic, please write it down and ask me after the lesson.
- 10) During presentations students not directly involved will be focused on learning.