

# Classroom Procedures

## Classroom Guidelines Infractions

*A guideline infraction notice will be issued to any student who breaks the rules set forth in the Classroom Guidelines. You will be required to sign the infraction notice, which states the infraction. **Any student with an infraction must see me after class.***

## **\*Following the Classroom Guidelines and Procedures creates a stress-free classroom environment for everyone!**

1. Entering/Exiting the classroom
  - a. Please enter quietly.
  - b. Take your seat and begin the bell work/seat work assignment.
  - c. Take out your books or materials needed for the lesson.
  - d. Review the agenda at the front of class.
  - e. When leaving class I will release you. Do not pack up before the bell rings. **Wait until I release the class.**
  
2. Tardiness (do the following if you are late to class)
  - a. Enter the classroom quietly.
  - b. **Excused:** Place excuse on my desk.
  - c. **Unexcused:** Go to folder on my desk and fill out a pink slip.
  - d. Take your seat and begin the assignment.
  
3. Getting your attention, I will...
  - a. Stand in front of class, raise my hand, then wait for everyone to be quiet and focus on me.
  
4. Students will face the teacher and be ready for instructions. What to do if you complete your work early
  - a. Work on tonight's homework.
  - b. Complete any late work.
  - c. See me if you have done both "a" and "b".
  
5. **Student responsibility form** (*a.k.a. pink slip*)
  - a. If you do not have your homework or assignment completed and ready to turn in, you will need to fill out a pink slip. You will write down the reason you do not have your work and sign/date the pink slip in the folder on my desk. You can then obtain a copy of the homework or missed assignments.