

★ Our Procedures for Room 301 ★

PROCEDURE: a process; a sequence of steps to be followed; a way of doing something.

In this class, we will have a procedure or process for almost everything we do. Some procedures you will learn in the first few days of school and others you will learn later.

1. **Exiting the classroom**

Before the bell rings, I will

- (a) **stay** in my seat
- (b) **wait** for Mrs. Yake to say, "Have a great day!"
- (c) get up and say, "**You, too!**"
- (d) leave the classroom

2. **Entering the classroom**

When I come into the classroom, I will get **my calculator** (one-way street!) and **quietly** take my seat. I will begin working on the **warm-up**.

3. **Finding the answer to "What are we doing today?"**

Mrs. Yake will always have the **objective** and the **assignment** on the board near the **window**. I may not begin the assignment until instruction time is **completed**.

4. **Getting attention**

When we are in small groups and Mrs. Yake needs to get our attention, she will **raise her hand**. This means I need to

- (a) stop talking and **raise my hand**
- (b) **face the front**
- (c) quietly wait for **instruction**

5. **When a school-wide announcement is made**

When I hear the bell sound for a school-wide announcement, I will immediately **stop talking** and pay attention until the announcement is finished.

6. **Getting up during class**

I realize that I need to take care of matters such as sharpening my pencil, getting a calculator, using hand sanitizer, etc. **BEFORE** class **begins**. If, however, I need to get up during class, I will quietly raise my hand and wait to be **recognized**.

7. **When I don't understand or I need help**

If I do not understand the material being covered, I will get a **pass** to see Mrs. Yake during seminar or I will visit with her before or after school. She **LIVES** to help me! Sometimes, I will even bring her **dark chocolate!**

8. **Participating during class**

When I have something to contribute to the class discussion, I will quietly **raise my hand** and wait to be called on.

9. **Passing in papers**

I will pass in papers to the person on my **left**. Mrs. Yake will collect papers from students in **Row 1**.

10. **Heading for all papers**

Name and **Student Number** will go in the **upper right-hand corner**.

Example:

Reneé Yake #28

11. **Paper Fringe**

Before turning in an assignment, I will make sure all **perforated fringe** is removed and disposed of **properly**.

12. **When I am absent**

If I am absent for **any reason** (sick, appointment, sports, etc.), I will **check Mrs. Yake's webpage**. I will also get **notes** from a friend or neighbor, if necessary. If I do not understand the notes or the assignment, **THEN** I will ask Mrs. Yake for a pass for seminar or visit her before/after school. (**C3B4 me!**)

13. **Make-up work**

Homework must be made up immediately (“Check my teacher webpage!”) Quizzes and tests need to be made up as soon as possible (usually **1 to 2** days after an absence). Quizzes can be made up during **seminar**. Tests can be made up **before** or **after** school. Students will sign up on Mrs. Yake’s **Office Hours** sheet.

14. **Working cooperatively in groups**

I realize that in order to be a contributing member of society I need to work **well** with others. During cooperative group settings, I will

- (a) **contribute** to the group
- (b) stay on **task**
- (c) ask group members for help **BEFORE** asking Mrs. Yake
- (d) put desks back in **neat** rows

15. **Technology**

My cell phone must remain **in my locker**. Chromebooks will be used in class, but **not every day**.

16. **Emergency routes**

Emergency routes are posted by the **door**. We will be routinely practicing these throughout the school year.

**If you follow the procedures,
you will be contributing to our
POSITIVE LEARNING ENVIRONMENT!**

