

## Procedures

### Announcements

- Refrain from talking during announcements so that they may be heard

### Bathroom

- We all take a break midway through the class
- Girls use bathroom adjacent to Room 105
- Boys use bathroom at corner
- No loitering in hall; go and come back
- Water fountain at corner
- Students may not go anywhere else
- If a student has a genuine bathroom emergency at another time, they should just get up and leave with a discrete indication to the teacher; the student may not go anywhere else

### Borrowing teacher's stuff

- All items and equipment in the room may not be used by students without permission except the following: staplers, sharpener, scissors, hole punch, dictionary, and textbooks.
- Teacher books may be checked out with permission and sign out
- The teacher computer is off limits

### Cell phones

- Open display of cell phones is not permitted
- If a phone rings accidentally, cut it off; do not look to see who called
- If phones are displayed without regard for policy, they will be confiscated

### Checking out

- Students may check out when called from the office, with a pink check out sheet, or when sports team departure is announced

### Disruption of learning environment

- Teacher will indicate disruption by a look
- Teacher will indicate continued disruption by spoken request to stop the disruption
- Teacher will warn student with a yellow card
- Teacher will eject student with a red card
- No arguing with consequences
- When ejected, leave room and wait in hall for teacher; remain adjacent to Room 101

### Drink machine

- Students may not leave class to purchase drinks

### Feeling sick

- Sickness requiring a visit to the nurse needs a hall pass
- Students who sense that they are going to vomit should simply get up and go to the bathroom

### Food in room

- No food or drink permitted in room except bottled water and gum
- No other foodstuffs or candy is permitted

### Furniture

- Writing on furniture, walls, or equipment is not acceptable
- Students may sit in the comfy chairs only with the approval of the teacher

### Gaining attention

- Hands clapped twice while speaking the work “class”
- Students should simply stop speaking and focus on leader
- No need to repeat the gesture
- No need to remind others to “shut up”

#### Getting a literature book

- Head of row gets enough books for row and distributes

#### Group work

- Students should not wander to another group during group work

#### Handouts

- Teacher will distribute a paper or packet to the head of each row
- Take your paper or packet and pass the others back

#### How to grade papers

- Mark incorrect answers only with an “X” beside the item number
- At the bottom of the page, write “checked by (your name)”
- Listen for scoring instructions from leader

#### Late work

- Find your personal folder in the class filing crate
- Your make up work is in your folder
- Do not ask teacher for make up work
- Complete late work and attach assignment to the front of the work
- Place complete late work in appropriate tray beside door

#### Messages

- Unless specifically directed by the office, students may not leave class to pick up a message

#### No supplies

- Students are expected to bring Coursebook, paper, pencil, and pen to class every day
- Notebook paper and pencils are in tray beside the door
- The supplies are for emergency use only
- Do not ask other students for supplies

#### Nose blowing

- If you need to leave the room to blow your nose, get a tissue from the desk and quietly leave the room, giving the teacher an indication

#### Nurse—See “Feeling sick”

- All visits to the nurse require a pass

#### Passing up papers

- Pass papers to the front of the row
- Person at front of row orients all papers in same fashion
- Papers are then passed along row fronts to the front of the class
- Teacher collects
- Papers with torn out edges or torn out holes will not be accepted, nor will papers without proper heading

#### Pencil sharpening

- Pencils may only be sharpened when no one is speaking and between activities
- Students may not get up during the middle of a talk to go sharpen a pencil

#### Referrals

- Students who receive a referral for a major discipline issue will be escorted to an administrator

#### Request to leave room

- Students are not ordinarily permitted to leave the room
- Should an emergency arise requiring that the student leave the room, the student must request permission
- All requests must include the destination and a coherent reason for the request
- The teacher may use discretion in granting the request
- The teacher must approve all requests to leave the room and issue a pass
- Students may go only where they have received permission to go

#### Return graded papers

- As directed by teacher

#### Sports check out

- Sports team members may simply get up and leave when departure times occur
- Departing sports team members should advise the teacher

#### Staying seated

- Students should remain seated except during the intervals between activities, at which time pencils may be sharpened or trash disposed

#### Tardiness

- Tardies without valid written documentation are unexcused
- Students having emergencies between class that will result in a tardy should come to class first and inform the teacher, whereupon the teacher will use discretion to grant an excused tardy
- Students who need to use the bathroom and anticipate that doing so will make them late should come to the class first and advise the teacher

#### Telephone use

- Students must ask permission to use the phone
- The phone may only be used for brief, critical calls regarding change in plans, etc.
- Approved phone calls may be made only between class or at break time

#### Temperature in the room

- Students are advised to bring a light sweatshirt to class to handle temperature variations
- Students may not adjust the room temperature

#### Throwing away trash

- Students may not throw paper into the trash can from afar; trash should be dropped into the trash can
- Trash should only be disposed at break time, after class, or during a change in activities that requires students to move around
- The room will be monitored before students leave and students will be asked to pick up and dispose of trash