

**Payne**  
**CLASSROOM PROCEDURES**

To do anything in life successfully, you simply follow the procedures. In order to be successful in school, you must follow the procedures directed by the teacher. Here are the procedures that facilitate a positive learning environment in Mrs. Payne's class.

This paper needs to be kept in the front of your math notebook at all times.

**BEGINNING OF CLASS**

**\*When I enter the classroom**

Your job is to be in your seat getting organized for the day and making sure you have the materials you need. You then need to work on the activity written on the board and fill out your agenda. If there is nothing on the board, you are to work on other work or read quietly until given directions. This is not time to chat with your neighbor!!!!

**\*Where should I sit in class?**

We will have seating charts in this class that change every quarter unless otherwise determined by Mrs. Payne. If a student needs a different seat because of visual or hearing needs, the student may discuss that with Mrs. Payne outside of direct instruction time.

**\*When I am tardy**

Being tardy means that the bell has rung and you are not in the room and in your seat. At this time, your conduct card will be marked or you can take one of your extra credit bathroom passes.

**\*When I am absent**

You are responsible upon your return for turning in any homework that was due while you were absent and for picking up any homework that was assigned. It is your responsibility to ask me, outside of direct instruction time, about the homework you missed. Check your folder for any notes or assignments that I may leave for you.

**\*What do I need to bring to class?**

You will need your textbook, paper, pencils, pens for grading, agenda book, scientific calculator and 3-ring notebook every day. Never come unprepared! Marks on your conduct card will be given if you are consistently coming to class unprepared.

**\*Calculators**

Each student needs to have their own scientific calculator. Some calculators are available in the classroom for students to borrow if necessary during class in exchange for their conduct or lunch card. Calculators should remain in the classroom at all times. Students are expected to treat calculators with respect and not damage them.

**\*When I need a pencil or need to sharpen a pencil**

You should always bring a pencil to class!! If you need to sharpen a pencil, you may do it before class or when you are working. Please avoid sharpening during class instruction. If you need to borrow a pencil, please do so before instruction starts. There is a can of pencils on the green shelf in the classroom that you may borrow from me in exchange for your agenda. You may collect your agenda when you return the pencil at the end of class.

**DURING CLASS**

**\*During Instruction**

Notes should be taken daily. You WILL be graded in your notebook check on the notes that you take. Notes should be legible and include the date, the chapter and section, concepts that were learned, and problems that were worked in class.

**\*When I need to ask a question**

We all have questions so don't be afraid to ask in class or outside of class! During whole group instruction, raise your hand to get my attention and wait to be called upon. When working in groups, you must ask your group members first. If your entire group cannot come to a conclusion, then you may ask me. Your peers are a great resource so use them!

**\*When I am listening and responding to questions**

In class you should be an active listener by giving the speaker your full attention. When responding to a question raise your hand and make sure you speak loud enough so that everyone can hear you. Your ideas are important!

**\*When I need to leave the room**

If you need to leave, you must get permission from me and your agenda book must be signed. You are allowed to leave the classroom at most four times during each nine weeks, excluding emergencies. At the end of the nine weeks, for each unused pass, you will receive extra credit points. Excluding emergencies, you should wait until instruction time is over to leave the classroom.

**\*If I have food, cell phones or toys in class**

Your conduct card will be marked and you will be required to give me the inappropriate items! Cell phones must be picked up from the administration.

**\*When I am using manipulatives**

Remember manipulatives are tools, not toys. Keep them in good condition and utilize them as learning tools.

**\*Behavior**

If your behavior is interrupting the learning of those around you, your behavior will be addressed through the conduct card system and/or by being sent to the office.

**\*When I finish my work early**

You may work on other work, review math, or read quietly.

**HOMEWORK****\*When I am doing my homework**

Homework is to be done in pencil and on lined notebook paper or the worksheet provided. Work should always be shown. Points will be taken off for any assignments done in pen.

When you use notebook paper you will need to label you papers with this information:

Your Name (first and last)

Date

Assignment

**\*When assignments are due**

I will write due dates on the board so make sure you pay attention! Also assignments and due dates are found on my web page which can be accessed using the teacher pages of the district website.

**\*When I am turning in assignments**

When regular homework assignments are due I will ask you to pass your papers forward and collect them from the first person in each row. If you need to turn in absent work, please write absent at the top of your paper and bring it to me outside direct instruction time.

**\*Cheating:** If you are caught cheating, you will receive a zero for your work. Both copying someone else's work and allowing someone else to copy your work are both considered cheating.

**\*If I lose my worksheet**

If you lose a worksheet, you may have another one in exchange for one of your extra credit bathroom passes. Only one of these is allowed per student, per quarter. The original due date still applies.

**\*No Name Papers:** No name papers will be posted on the HCP bulletin board. It is your responsibility to check this board for any papers that might be yours. If no name papers are not claimed, they will be recycled.

**\*When I need help**

If you are having difficulty understanding something, let me know! I am here before and after school to help in any way! Your textbook website is also a great resource to use when you are at home and need help.

**\*When should I show my work?**

The answer here is ALWAYS. On all tests, quizzes and homework assignments you are always expected to show your work. In some instances, you will not receive full or any credit if work is not shown.

**\*Cubes**

For each day where homework is due that every present student in a given class period who was not absent the day before turns in their homework on time without the use of HCP, the class will receive a “block” in their period’s “cube”. Accumulating 20 cubes will result in a reward for the class. Rewards can include but are not limited to: a choose your own seat day or a bring a snack to class day.

**GRADING****\*Determining and recording grades**

90’s = A, 80’s = B, 70’s = C, 60’s = D, Below 60 = F

**\*When we are grading homework**

When we are grading homework, desks should be clear of everything except the assignments and a pen to grade with. Students may grade with any color pen, but not a highlighter or pencil. If a student has a pencil out when we are grading, their assignment can be taken away for cheating and they can receive a zero for the assignment, without the chance to make it up, through HCP or otherwise. If a student is not done with the homework when it is time to grade, they must clear their desk of everything while we are grading. They can then use HCP to complete and submit the assignment.

**\*Late assignments**

It is your responsibility to get assignments in on time. Late assignments will follow the Homework Completion Program guidelines. If you do not take advantage of the opportunity to finish your homework in the HCP, you will not be given another opportunity to turn in that homework assignment and will receive a zero. Failure to turn in homework repeatedly will result in calls home, detentions, and meetings with parents and administrators.

**\*Points**

Unless otherwise determined by Mrs. Payne points will be assigned as follows:

Tests: 200 points each

Quizzes: 100 points each

Final Exam (One Each Semester): 300 points each

Homework: 10 points each

Notebook Checks: 50 points each

**\*Test and Quiz Corrections**

A student may make an appointment to meet with Mrs. Payne after school to correct any test or quiz. This must be done within a week of when the test/quiz is handed back. Corrections made while with Mrs. Payne may result in an awarding of partial credit at the discretion of Mrs. Payne.

## **TEXTBOOKS, NOTEBOOKS, and FOLDERS**

### **\*Textbook Covers**

Students may earn extra credit by using a textbook cover for their textbook. I will do a check for these within the first few weeks of school.

### **\*Keeping my notebook**

Make sure you keep your notebook organized and in good working condition. You will be graded on this through a Notebook Check every time we have a chapter test.

### **\*Folders**

Each student has a folder located in the white crates in the classroom. This is where I will file returned work, absent work and notes, and anything else that was passed out while a student was gone. The work can be picked up by the student once it is in the folder and filed in their notebook and taken home. The folder itself must remain in the classroom. Students may check their folders before and after the bell rings, before and after school, and with permission during independent work time. Students may not check their folders during instruction time. It is highly recommended that students check their folders the day before a notebook check so they may file their returned work and receive credit for it in the notebook check.

## **SPECIAL SITUATIONS**

### **\*Emergency alert**

When there is a fire or tornado drill, you must stay calm and quietly line up at the door. Wait for me to give you further directions. The emergency routes are posted on the map by the door.

### **\*When the intercom comes on or the phone rings**

You must be quiet and listen to the announcement or stay quiet while I am taking a call.

**\*Substitutes:** Substitute teachers are to be treated with respect at all times. If Mrs. Payne receives a negative report on a student from the substitute and the substitute did not mark the conduct card, the student will receive a mark on their conduct card for “disrespect to substitute” when Mrs. Payne returns.

## **ENDING CLASS**

### **\*When the bell rings to end class**

The bell does not dismiss you from class, I do! This means you stay in your seat until I dismiss the class! Please keep all materials out until I dismiss or give the okay to start putting things away! Students will not be dismissed until all students are in their seats and quiet.

## **Our Classroom Rules**

1. Be on time.
2. Bring all books and materials to class.
3. Follow directions the first time they are given.
4. Show respect to all faculty, peers and school property.
5. Take time to maintain a positive learning environment.

I, \_\_\_\_\_, will uphold these rules to ensure the success of myself and my classmates. In the event that I do not, I will be held accountable for my actions and therefore face a consequence.

**\*Keep this copy of the signed agreement for your records.**