

**Miss Mangas**  
**CLASSROOM PROCEDURES**

**BEGINNING OF CLASS**

**\*When you enter the classroom**

You need to be in your seat getting organized for the day. If there is an assignment due, you should have it out and ready to be turned in. If we are taking notes, you should have your notes and a writing utensil out and ready to go. If there is no prompt posted, you should be sitting quietly, waiting for instruction. You need to be IN YOUR SEAT when the bell rings. If you are in the classroom, but not in your seat when the bell rings, you will be counted tardy and have your card marked. Once the bell has rung, you are expected to be quiet and waiting for attendance.

**\*When you are tardy**

Being tardy means that you were either not in the classroom when the bell rang, or in the classroom but not in your seat when the bell rang. When you are tardy, your conduct card will be marked.

**\*When you are absent**

It is your job to make sure that you turn in any homework that was due while you were gone as well as getting any homework that was assigned when you were absent. You should ask me, outside of direct instruction time, about the homework and instruction you missed. (This could be before or after class or during work time in class.)

**\*What should you bring to class?**

You will need your textbook (this will already be in the classroom), 3-ring notebook, loose-leaf paper, pencils, pen, and agenda **each** day.

**\*Where should you sit in this class?**

There will be a seating chart for each class that changes each quarter (unless otherwise determined by myself). If you would like a different seat because of a specific need, you may meet with me outside of instruction time to discuss this.

**DURING CLASS**

**\*During Instruction**

You should have your notes and pencil out and be taking notes when I am lecturing. Notes should be legible and include the date and chapters covered. You should not be talking during direct instruction. There will be times when we have group or partner work in class, but I will let you know when this is.

**\*If you have a question**

Questions are welcomed in this class! If I am lecturing, feel free to ask *relevant* questions but make sure that you raise your hand and wait to be called on. If you have a question during work time, you may raise your hand if I am walking around the room or come up to my desk if I am there.

**\*During In-class Discussion**

There will be plenty of times when we will have in-class discussions. During this time, everyone's thoughts and ideas are welcomed. When someone else is speaking, you should be an active listener and show respect to the speaker by listening and not talking or whispering during comments. When you have a comment, make sure you raise your hand and speak up! During in-class discussions, it is vital that you are respectful of the thoughts and ideas that classmates are sharing. Even if you disagree with another person's beliefs or ideas, you need to show respect and maturity towards that person.

**\*If you need to leave the classroom**

If you need to leave, you must get permission from me. Your agenda has to be signed.

You will be given 5 passes every quarter. You may use these if you need to use the restroom, get a drink, get something from your locker, etc. The 4<sup>th</sup> and 5<sup>th</sup> time you use these hall passes, you will also receive a mark on your conduct card. At the end of the nine weeks, for each unused pass, you will receive 5 extra credit points. Excluding emergencies, you should wait until instruction time is over to leave the classroom.

**\* If you have cell phones, food, or inappropriate items in class**

If you have any prohibited items, your conduct card will be marked and you will be required to give me the item. Cell phones will have to be picked up in the office at the end of the day.

**HOMEWORK/ASSIGNMENTS**

**\*When you are working on an assignment**

Whenever you are working on an assignment that is to be handed in to me, it should be done in *pencil*, unless otherwise noted. In the upper right hand corner you should have your name (first and last, written in CURSIVE), date, and hour.

**\*When an assignment is due**

Due dates will be written on the board, and I encourage you to write them in your agenda as well.

**\*When you are turning in assignments**

When assignments are due, you will be asked to pass them forward in your row to the front person. If you finish an assignment early, you may turn it in at the basket at the front of the room in the space provided for your hour. If you are turning in work from when you were absent, write absent on it and turn it in to me before or after instruction begins.

**\*If you lose an assignment**

If you lose a worksheet, you may trade in one of your hall passes for a new copy of the assignment. This may be done ONCE per *quarter*.

**\*If you finish work early**

You can work on other work, review notes, or read. Only if ALL of your social studies work is complete may you work on other homework.

**\*If you need help**

If you need help on an assignment, project, or concept, please, come talk with me right away—the sooner the better! I am available both before and after school to help in any way I can!

**GRADING**

**\*Determining and recording grades**

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

**\*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 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.

**SPECIAL SITUATIONS**

**\*Emergency drills**

If there is a fire or tornado drill, stay calm, quietly line up at the door, and wait for further instruction. The emergency routes are posted on the back wall by the door.

**\*If the phone rings or the intercom comes on**

If there is an announcement being made, you should be quiet and listen. If the phone rings, you should be quiet so I can hear.

**\*Cheating**

If a student is caught cheating, he/she will receive a **zero** on the assignment and a parent/guardian will be notified. Some examples of cheating include:

- Using another students' work to complete your own-in this instance *both* students will receive a zero
- Using notes or cheat sheet on a quiz or test

**\*Substitutes**

When there is a substitute, they should be treated with the utmost respect at all times. If I receive a negative note from a substitute about a specific student, their conduct card will be marked when I return.

**ENDING CLASS**

**\*Putting materials away**

I will let you know when it is time for materials to be put away at the end of the hour. If we are lecturing or working on an assignment, you should be working up until the time I tell you that you can put your things away. You should not start packing up before this.

**\*When the bell rings**

I will dismiss you at the end of the hour, not the bell. This means that you need to stay in your seat until I give the ok to leave for the day! You will not be dismissed until everyone is sitting quietly in their seat.

**CLASSROOM RULES**

The school-wide classroom rules outlined in the agenda book will be followed. My classroom rules include:

- Be on time to class
- Come prepared each day
- Be respectful of others, yourself, and the instructor
- No food in the classroom
- Have a positive attitude