

## Classroom Procedures

### **Procedure for start of class period:**

- Use hand sanitizer upon entering the classroom, before sitting down.
- Turn in any homework that is due in the "In Box".
- Check your mailbox for any handouts.
- Sharpen pencil if needed, Get Kleenex, etc.
- If it is a quiz day, quiz will be given after homework is turned in.
- Immediately start on the assignment or get required materials ready for the day. (Look at the screen or whiteboard for information when entering.)
- Participate and stay focused! (Lecture, reading, group activity, etc.)
- Throw away papers, Kleenex, etc. upon leaving the class or during break. (Keep our shared space clean!)
- Push your chair in, this shows respect for the next student.

### **Procedure: Returning to School from an Absence:**

- Before sitting down, go to your mailbox to retrieve assignments you have missed.
- At the end of class, speak to Mr. Patten about deadline for making up missed work and arranging an afterschool tutorial, if necessary.
- After class, make arrangements with one of your classmates to get the notes of material that was presented during your absence.

### **Procedure for Tardiness:**

- Before sitting down, place your note of excusal on Mr. Patten's desk.
- When you sit down - no talking to classmates. Show self-control.
- Immediately start on the assignment written on the front board/screen.

### **Procedure for Using Bathroom:**

- Use the bathroom before the start of class or when you go on break.
- If you need to use the bathroom during class, get the pass from Mr. Patten.

### **Procedure for Group Work:**

- Every student within each group will be assigned a task for which they are responsible.
- The lowest grade in the group will be the grade the group receives overall. This means you will need to work together and hold each other accountable for completion of each task within the group.
- If a group member requests it, the entire group will fill out a confidential participation evaluation sheet.

### **Procedure for Questions:**

- **Ask them! Lots of them!**
- Be respectful of other students and raise your hand in class.
- If you have a question outside of class, email me or use the class discussion forums.