MRS. INGERSOLL’S CLASSROOM PROCEDURES

Preparedness

Students will come to class prepared with the following:

1. Binder (with blank lined paper and all assignments)
2. A pencil *and* a pen (preferably both, but at least a pencil)
3. A red pen or pencil
4. Required textbook (if applicable)
5. Personal reading book

Entering Class

Students will enter the classroom in an orderly, quiet, and respectful manner.

1. Students need to be on time to class each day. Students are tardy if they are not in their seats when the bell rings or the clock indicates the beginning of class.
2. Enter the classroom quietly, and begin the initial assignment (a.k.a. “Bell Work”) immediately if one is posted on the board.
3. If there is not an initial assignment posted, students need to take out their personal reading books and read silently until other directions are given.

Beginning of Class

Students will be respectful and ready to follow directions.

1. Once class begins, all conversation must stop.
2. Work silently and independently on the initial assignment. Make sure to date each new I.A.
3. If students finish the I.A. early, they need to read silently and wait for directions.

Lectures and Note Taking

Students will listen silently and take notes effectively.

1. Do NOT talk while the teacher is talking or when the teacher calls on another student.
2. Take notes on important points. Make sure to date all new notes.
3. Students should raise their hands and wait to be called upon before asking questions. Keep personal and off-topic comments to self.
4. Do not stand up while the teacher is talking without first getting permission.
5. Review notes frequently for retention and to be better prepared for assignments, quizzes, and tests.

Independent Working Time

Students work quietly and independently without disrupting others.

1. Do not shout out or call to the teacher or another student.
2. For questions, raise hand until the teacher notices and comes to help. Help will only be given to those who quietly raise their hands and wait patiently and quietly.

Paper Format

Students will use a standard format for each paper.

1. Make sure that your paper is facing the correct direction and that there are NO “scraggly” edges.
2. Write your first and last name in the upper left corner of the page.
3. Write the name of your class period (i.e. A1, A2, A3, A4, or B5) beneath your name.
4. Write the date beneath your class period.
5. Write the assignment label/title beneath the date.

Bathroom/Hall Break

Students may take a bathroom/hall break during class only when absolutely necessary.

1. Visit the bathroom before school, during breaks, during lunch, and after school.
2. Each student will be given four Hall Passes per term.
3. If you must take a quick break during class, make a fist, extend your thumb, and raise your hand.
4. When the teacher points to you, bring her one of your Hall Passes, and sign the bathroom sheet before leaving the room.
5. Leave the room quietly.
6. Return to class as quickly and quietly as possible.

Exiting Class

Students will exit class in an orderly manner.

1. Wait to gather and put away materials until told to do so.
2. Make sure your desk area is clean and orderly.
3. The teacher, not the bell or the clock, excuses you from class.