

Classroom Procedures

“Those who listen to instruction will prosper” - Proverbs 16:20

- 1. Entering the room:** Enter quietly and politely; don't interrupt other students; place homework in the appropriate basket; be seated; complete bell work.
- 2. Leaving the room:** Get permission; get a hall pass; do not run or play in the hallways or restrooms.
- 3. End of class:** Clean off your table; pick up any trash within three feet of your table; wait quietly to be dismissed.
- 4. Obtaining help with assignments:** Quietly ask the students in your group for help with directions if you need it; if you still need assistance, raise your hand to get help from me.
- 5. Handing in finished work/homework:** Make sure your name is on your paper; place your paper upside down in the appropriate class location.
- 6. When and how to use the school restroom:** If I am not teaching the whole group, approach me and ask to go; if allowed, leave the room quietly and return to class promptly.
- 7. When and how to use the pencil sharpener:** Before class begins make sure that you have at least 2 sharpened pencils. If both break you may raise your hand and ask to use the sharpener.
- 8. Getting into work groups:** Take all the materials you will need; greet each other; complete the task doing your personal best.
- 9. Throwing away trash:** You may throw away trash whenever you need to if I am not teaching the whole group; do not play basketball with your trash; make sure all trash lands in the can; pick up trash even if it isn't yours.
- 10. Call to attention:** When I call the class to attention, stop what you are doing, look at me, and silently listen for directions.
- 11. What to do during free time:** If you finish an assignment, work on any unfinished assignments for this class; when you finish those, you may read a book or other class reading materials. Always have something to read. (Free time will be rare).