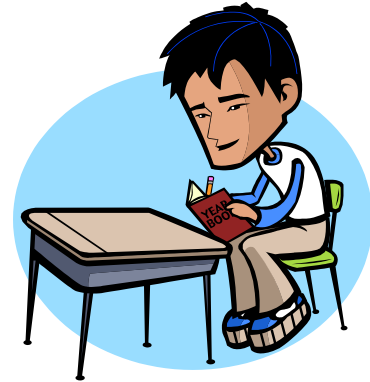




Class Rules



- Respect everyone:
- Don't talk/interrupt when someone else is speaking.
- No rude or offensive comments/language
- If it's not yours, don't touch it!
- Keep hands, feet, etc. to yourself.
- Do your own work.
- No gum, food/snacks, beverages, etc.
- No personal grooming during class time.
- Stay in your seat unless given permission to do otherwise.

CLASSROOM PROCEDURES/MS. HATCHER'S CLASSES

- Procedures are a part of life. We follow procedures for using a telephone book, boarding an airplane, approaching a traffic light, and attending a wedding. The reason that we have procedures in life is so that people can function in a society knowing the acceptable and efficient way people do things.



There are also procedures in the classroom. These procedures establish our classroom climate. The following is a list of situations where you will be required to use certain procedures for carrying out the work of the classroom.



ENTERING THE CLASSROOM



Please enter quietly. If you need to sharpen a pencil, do so **before** the teacher is ready to begin class. Place appropriate materials for the class on your desk (textbook, paper/notebook, pen/pencil, etc.). All other items should be under your desk or in the book holder, not in the aisle. Devices should be turned off and put away.

Agenda



As soon as you are seated, write the objective for the day in your agenda. Be sure to leave enough space to write any assignments/homework.

ASKING A QUESTION



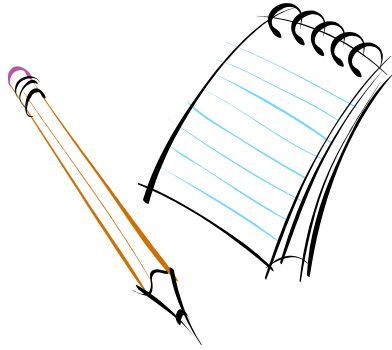
Raise your hand if you would like to ask a question. If the teacher does not call on you immediately, be patient. **Do not** call the teacher's name in an attempt to get his/her attention. If the teacher is speaking to someone else, wait your turn.

LISTENING TO AND RESPONDING TO QUESTIONS FROM THE TEACHER



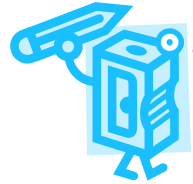
If during the course of a lesson, you know the answer to a question, raise your hand and wait to be called on. **Do not** call out the answer if you have not been called upon to answer by the teacher.

WHEN YOU NEED PAPER OR PENCIL



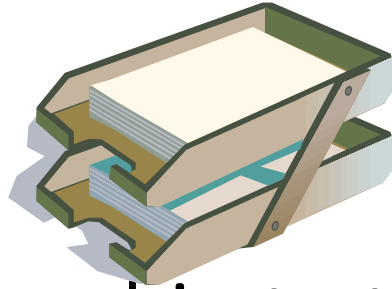
You should always be prepared for class. This includes having paper and pencils or pens ready **before** class begins. If, for some reason, you do not have these things, raise your hand. This needs to be taken care of **before** instruction begins. Do not make this a habit.

SHARPENING YOUR PENCIL



This should be done **before** class begins. However, if your pencil should break in the middle of class, raise your hand; wait for the teacher to indicate permission to leave your seat. You may be asked to wait for an appropriate break in the lesson. It is best to have 2 or 3 pencils ready. (Do not chew or suck on pens. In the event one breaks and you get ink all over yourself, you will have to wait until a restroom break to clean-up. I do not allow students to leave the classroom for that kind of mishap).

TURNING IN PAPERS



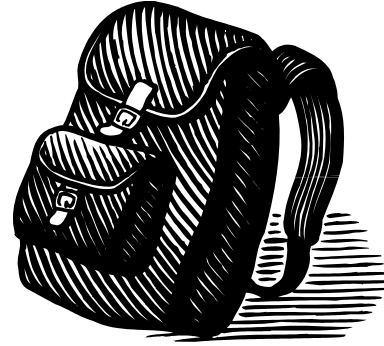
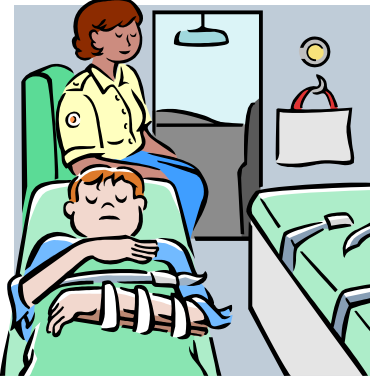
Papers are to be turned in to the file trays located under the window. You are to place your papers in the correct file tray for your class period. In the event I have you pass papers in from your seats, you are to hand the paper(s) to the person seated in front of you. You are not to hit the person with the paper(s) or throw the papers at them. Wait until they have taken hold of the papers before you let go.

WHEN YOU ARE ABSENT



It is **YOUR** responsibility to get your missed assignments. Objectives and assignments for the week are posted on the assignment sheets attached to the metal cabinet. Each class has its own file folder labeled with the period located on the side of the file cabinet. If the assignment was a worksheet, it will be in the file folder and have the name of the absent student on it. Take out the worksheet with your name. At the end of the day on Friday's, the assignment sheet will be placed in the assignment notebook. Worksheets will remain in the file folder. It is your responsibility to complete the work and turn it in within the required number of days. Absent work is to be placed in the file tray for your class.

LEAVING THE CLASSROOM



You are not to leave the classroom for any reason without written permission from the teacher. The only exception will be an emergency. If you are checked out during class, you are to gather your belongings quietly and exit the room quietly. The rest of the class is to remain quiet and not say good-bye to the student leaving.

WHEN SOMEONE KNOCKS OR IF THE OFFICE CALLS



Remain silently in your seats. The teacher is the only one who needs to respond. Unless the room is noisy, the teacher can hear the phone and doesn't need to be told it is ringing. **STAY QUIET!**

WHEN YOU HAVE FINISHED CLASS WORK EARLY



If you finish your class work early, you may **not** talk or disturb the rest of the class. You may work on other class work or read.

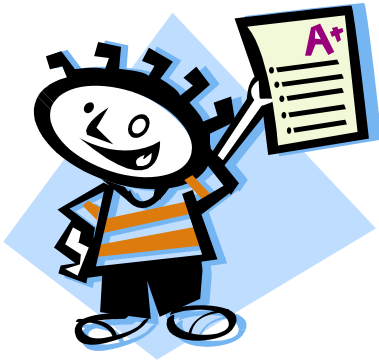
RESTROOM



Please use the restroom during class change. In the event you wish to use one of the restroom bonus passes during class time, raise your hand and wait to be acknowledged by the teacher. Any bonus passes not used will be added as bonus points to your grade at the end of the 9 weeks.

GRADED WORK/PAPER HEADINGS

Please give your work the respect that you would like the teacher to give it. Your work needs to be neat. If it cannot be read, it cannot be graded. All work should be headed as follows:



NAME

ASSIGNMENT (EX. P.95 #2-20 EVEN)

CLASS PERIOD

DATE

END OF THE PERIOD CLASS DISMISSAL



The teacher dismisses the class, not the activity in the hall, not the intercom, not the bell, not the clock. You must be in your seat if you want to leave at the designated time.