

## Ms. Gallegos' Classroom Procedures

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 we have procedures in life is so that people can function in society knowing the acceptable and efficient ways people do things.

There are also procedures in this classroom. These procedures establish our classroom culture. Please take time to read over the procedures below, as they will keep our class running smoothly throughout the school year.

- 1. Entering the Classroom** – Students are expected to line up in single file along the right wall and wait to enter until the previous class has had a chance to exit. Students are expected to take out the necessary supplies and place their backpacks on the back of their chair. No backpacks lying on the floor please.
- 2. First Thing to Do** – In Math, students will follow a regular routine of morning work (called Daily Math Review), grading the previous night's homework, and learning a new lesson. All students should have their homework located in one section in their notebook to access with ease. Homework, textbooks, and supplies should be taken out before students begin working on routine assignments.
- 3. When you are Tardy** – Students have exactly three minutes to make it to class once the passing bell has rung. The door will be locked three minutes after the passing bell, and students must knock to enter. Once in the classroom, students will need to sign in on the tardy sheet. Fill out the date, name, period, and reason for being tardy. If you have a legitimate reason for being tardy, you will need a note from the teacher who caused you to be late. If you are tardy to first period, you will need to get a release slip from the office. Three tardies will result in a detention and a call home.
- 4. End of Class Dismissal** – Students are dismissed by the teacher only; not by the bell or another student. We will allow students a couple of minutes to pack up their items. It is necessary to exit the classroom quickly and in an orderly fashion since another class is usually waiting to enter.
- 5. Leaving the Classroom** – After being dismissed and packing your things, leave the classroom quietly and courteously.
- 6. Listening to/Responding to Questions** – Students will raise their hand and use a signal. Students should not blurt out or interrupt others who are speaking.
  - a. If you wish to speak, raise the index finger.
  - b. If you wish to leave your seat, raise two fingers.
  - c. If you need my help, raise three fingers.
  - d. If you need to go to the restroom, cross two fingers.(When I see the signal, I will silently respond to the signal with a nod or a shake of my head.)
- 7. Coming to Attention: "Give me Five"** – We will raise a hand; each finger on our hand represents the following: 1. Eyes on Speaker 2. Quiet 3. Be Still 4. Hands Free (put things down) 5. Listen. Students are basically to freeze, face forward, and listen to what is being said.
- 8. When you are Absent** – YOU are responsible for obtaining any worked missed while you were absent. Please access missed homework assignments from the calendar. You can also ask another student or me for any assignments/instruction that you've missed. You have the same number of days that you were absent to turn in absent work. For example, if you were absent for two days, you have two days, upon your return to school, to turn in your make-up work. Any late absent work will receive zero credit. If you are absent and you missed a test, you will need to make arrangements with me to take the test. This is YOUR responsibility.
- 9. Moving about the Room** – Students are to stay in their assigned seats during instructional time. You are not permitted to throw away trash, visit, needless wander, or ask the teacher irrelevant questions. It is allowed when being called/ sent to the office, when being dismissed, or during group time, when I will give you specific instructions on when you are free to move.
- 10. Textbooks in the Bookcase** – For classes using the hardcover textbooks, we have a class set of them. I will ask that one person from each group gather enough books for each person in their group. This will limit the number of students that have to be out of their seats, and be more efficient. Please treat our class sets with respect, and report any damage immediately.

- 11. Keeping your Notebook** – Each class is required to have a spiral notebook for each quarter or more. There will be three sections that we will create in your notebook– a pocket for Daily Math Review, a pocket for Homework, and Notes. You will be required to keep these notebooks, and any work we complete in this class, for the entire year (One spiral notebook per quarter or as needed). You will receive a grade for keeping an organized notebook, and we will have “notebook checks” every two weeks. Each notebook grade will count as one quiz grade.
- 12. Groups** – Look, lean, whisper. When in groups, you are respectful, lean in towards them and whisper your part of the discussion. There will be “eye partners” and “shoulder partners” and table groups.
- 13. Collecting/Returning Papers** – Students will gather all the papers to be turned in at the center of each group. One student (who will be chosen by me) will then go to each table and pick them all up and place it in the appropriate tray. Tests and individual assignments that are turned in when completed by the student are to be placed in the appropriate basket on the counter. Students are to keep their papers in their notebook to study for the unit tests. Please keep a box of graded papers at home each trimester incase there is a discrepancy on the progress report.
- 14. Restroom/ Drinks of Water** – Students are allowed to use the restrooms and water fountains in the Blue Hallway after instructional time once they sign-out at the door (date, name, time out/in). Students are not permitted to use the restroom during class lecture or group discussion. Excessive use of the restroom will result in a teacher conference. Students are expected to bring water bottles with them each day. Otherwise, you may get a drink of water during the passing period between classes.
- 15. Sharpening pencils** – Students should have plenty of pre-sharpened pencils or pre-filled mechanical pencils in their backpack. If you are in need of a pencil and cannot borrow one from a group mate, grab one from the container marked “New Pencils” and when you are finished with it, place it into the container marked “Used Pencils”. You are not permitted to use the sharpener.
- 16. Going to the Library/ Computer Lab/ Office/ Nurse** – Ask for permission first (using the three finger signal). Students will need a pass from me to walk around campus. Please sign out on the form by the door, and sign back in upon returning.
- 17. Heading on Papers** – Students are expected to adhere to the following format:

	First & Last Name Period #/Subject Date	
Assignment Description		

- 18. When You Finish Early** – Do not disturb others. Work on homework, complete the summary for the days notes, write the questions for each section of the days notes, organize your notebook, study, or help someone who needs it. Do not assume that once you are done, it is free time.
- 19. Class Interruptions** – Should our class be interrupted in any non-emergency fashion, please continue with your work quietly. If the interruption should occur while I am teaching the lesson, please remain seated and quiet while I attend to the matter at hand.
- 20. When Someone Knocks** – If someone knocks on the door (when a student comes back from the office/restroom/nurse, etc.) a designated student will look through the peephole and then open the door quietly carefully.
- 21. Test Taking** – All tests will be completed in class. **No quizzes/tests may be taken home.** Absent students must make up all tests during class time or before/after school.
- 22. Rewards** – Rewards will be given out each week for the table that earns the most points that week.

Each week, we start anew with Table Points and each table has the ability to earn points.

- 23. Homework Pass** – You may use a homework pass on ONE routine assignment, projects are excluded. The homework pass is only good for our classes. Staple the pass onto your paper and/or give it to me if asked for it. Make sure you write your name on the pass in pen once you receive it. Lost passes will not be replaced.
- 24. Homework Policy** – All assignments will be completed on time. Each assignment has a set number of points. If it is late, I will remove one point for each day that it is late. If you were absent, please follow the procedure for turning in make-up work missed due to an absence. You are expected to turn in work that is neatly and carefully done, as well as complete. Homework is graded on effort, as well as accuracy. If you choose not to do your homework, the following consequences may occur:
- Missing assignment reports will be sent out weekly
  - Parents will be asked to sign the Binder Reminder every night
  - Students will cause their grades to be lowered, possibly eliminating participation in extra curricular activities
  - Students may receive detention during lunch
  - Their group table will lose points
- 25. Fire Drill** – Students are to walk out to the designated area in a single-file line without talking. No talking during the drill.
- 26. End of the Day Announcements** – At the end of each day, there are announcements made by the front office to call students up or to tell you about upcoming events. During this time, you are to continue working SILENTLY and wait for the announcements to be over before continuing the assignment quietly.
- 27. Teacher Desk** – Students are not to be in the vicinity of my desk without teacher permission. Nor are they to open any cabinets or touch any equipment not specific for student use.
- 28. Cell Phones and iPods** – Cell phone and iPod use (including text messaging) will not be permitted during class times. Turn off your cell phone before coming to school. The school is not responsible for any loss or damage on these items.
- 29. Entering the Room Without the Teacher Being Present** – Don't!
- 30. Parent Notes** – Please give the teacher any notes from your parents at the BEGINNING of the period rather than the end so that we have time to answer/respond to them.
- 31. Still Don't Know What to Do** – “Ask three before me”. Ask three other students quietly what to do before you ask me.

#### Final Words of Note

You are expected to do your best at all times. In my book, success is not always determined by grades, money, or winning a championship, but by the manner and attitude you possess on the journey. Hard work, effort, and a positive attitude will take you much further than you can possibly imagine. If I can ever be of any assistance, please don't hesitate to ask!

At times, many of you will be tempted (and some will give in) to taking shortcuts in completing assignments. I anticipate this. If all you are interested in is grades, so be it; however, if you are interested in learning and growth then your journey lies along a different path. Choose wisely.

My classroom procedures are not intended to “lay down the law”; rather, they are meant to provide a structural framework and an environment for instructing each of my students.

I look forward to a great year with each of you!!!

\*The teacher reserves the right to alter or modify these policies and procedures as is deemed appropriate. Things change over the course of the year and any changes will be made known to the class in advance.

I understand and will follow these procedures.

X \_\_\_\_\_ (Student)

X \_\_\_\_\_ (Parent/Guardian)