

Ms. BLEMASTER'S CLASS PROCEDURES

BEFORE CLASS BEGINS

- Bring all math class materials to class (pencils, colored pens, 3-ring binder, calculator, agenda, and textbook)
- Enter the classroom in a calm and orderly manner
- Collect any assignments you need or missed from the extra copies bin
- Sharpen your pencils
- Quietly sit in your assigned seat
- Record today's assignment in your agenda
- Follow any special instructions on the board or projector screen
- Have the previous day's assignment out and ready to be checked in

BEGINNING OF CLASS

- Warm-Up
 - Complete the warm-up individually to the best of your ability
 - Check and correct warm-up with the class
- Check assignment
 - No talking is required
 - Every student needs to have the assignment on his/her desk
 - Mark incorrect problems with an "X" and record correct answers
 - Rework the problems to achieve the correct answer
- Ask questions about the assignment by raising your hand

DURING INSTRUCTION

- Listen to teacher with your full attention
 - Eyes on the material being presented
 - No talking with neighbors or other distracting behaviors
 - Hands to yourself
 - Body in your seat
- Ask for permission to speak by raising your hand. NO BLURTING!
- Do not leave your seat unless instructed to
- Take notes and record examples the teacher shows
- Ask questions related to the subject being presented
- After instruction, make sure you understand the concept. If not, ask questions by mentioning which part you did not understand

WHILE YOU ARE WORKING

- Read the directions for the assignment before you begin working
- If you do not understand the directions or need assistance, then stand your binder on your desk, circle the problem, and keep working until the teacher can assist you.
- Use your time wisely. Put forth your best effort to finish your work on time
- If not otherwise instructed, then work individually.
- Do not disrupt/distract/disturb those around you
- You may leave your seat to sharpen your pencil, throw away trash, and get any needed materials for the assignment

UPON COMPLETING YOUR ASSIGNMENT

- Check your work and the directions to make sure you completed the assignment correctly
- Keep the assignment in your binder unless told to turn it in

DISMISSAL (Last 3 minutes of class)

- Clean your work area, return all supplies to their respective areas, and take all garbage to the trashcan
- Wait for the teacher to dismiss you. The ring of the bell does **not** dismiss you
- Leave the classroom quietly and calmly

ABSENT WORK

If you miss class for any reason, then it is your responsibility to complete all of the work that was assigned while you were absent. A *While You Were Out Sheet* will be waiting in the *Absent Folder*. This sheet will fill you in on the assignments that you are responsible for turning in, notes to collect, and assignments to complete. Upon returning from an absence you are required to check the *Absent Folder* before class begins and collect the appropriate notes and assignments from the extra copies bin. You have the same number of days you were absent to complete the work.

ANSWERING QUESTIONS

When you are called on randomly to answer a question, answer it to the best of your ability. However if you do not know the answer, it is not acceptable to answer, "I don't know". Instead make an attempt or use one of the following sentence starters.

- I'm not sure what the answer is, but the first step to get to the answer would be...
- I'm not sure what the answer is, but to find the answer I know I must also find...
- I not sure what the...(rephrase the question in your reply).

TOOL BOXES

- Only use materials for their intended purposes
- Empty the pencil sharpener in the trashcan, not the tool box
- Put all materials back in the box before leaving class
- Report any missing materials to the teacher

PASS TO LEAVE THE ROOM (bathroom, office, ect.)

Each student will receive 4 bathroom/drink/locker passes for each term. Each used pass must be recorded in the student's agenda

- To Use a Pass
 - During seat work or group work
 - Student must fill in the Hallway Passport in his/her agenda
 - Receive teacher permission and signature to use the pass before exiting the classroom
 - Take the class pass with him/her while out of the classroom
 - During lecture or an assessment
 - No passes will be granted unless it is an emergency situation

TARDIES

- 1st Tardy – verbal warning
- 2nd Tardy – student written letter
- 3rd Tardy – lunch detention

DISCIPLINE PROCEDURES FOR BEING DISRUPTIVE OR DISRESPECTFUL

- Individuals (minor misbehaviors)
 1. Verbal reprimand
 2. Owe time after class
 3. Parent contact will be made / RTP process will take place
 4. Detention time will be assigned
- Whole Class
 1. Stay after class to make up wasted class time.
 2. Whole class lunch detention.
 3. Receive alternate assignments.