

## **Procedures**

There are procedures in this classroom. These procedures help establish our classroom culture.

### **Start of the Period**

- Enter the classroom ready to work.
- Sharpen pencil if needed.
- Sit in your assigned seat.
- Check the Bell Ringer Activity and begin working silently on your own. You are expected to be working on the bell ringer activity by the time the 2<sup>nd</sup> bell rings.
- Use your notes or book if you need help unless otherwise noted.
- When finished, sit quietly and be ready for the next part of class.

### **Dismissal at the End of the Period**

- Remain in your seat until Sra. Wilson dismisses the class.
- Make sure the area around you is clean before you leave.
- Put the desk back in its proper place before leaving.

### **Students Seeking Help**

If you need help, raise your hand and wait for Señora Wilson. If she is working with another student, please wait patiently.

### **Leaving the Room**

You may leave the room occasionally to use the restroom, get a drink, go to the office, etc. once the assignment has been given. The time we have to work together in class is very valuable so you may not leave during the lesson unless it is an emergency. To be able to leave the room you need to:

- Plainville students: Fill out your agenda with everything but the leave time and bring to me to sign.
- IDL receiving sites: Ask permission from me or the facilitator to leave.

Please try to be out of the classroom as little as possible. Excessive use may result in loss of privilege.

### **Heading on Papers**

In the upper right hand corner label your assignments with the following:

- First and last name
- Complete date
- Assignment title
- Class Period/Site

### **Passing in Papers**

- Pass papers to the person who collects work for the week (the ayudante).
- Do not cause a disruption when handing in your paper.

### **Turning in Work**

When an assignment is due, place it in the appropriate class folder on the student table. Make sure the assignment has the appropriate heading before turning it in or it may be counted as late work.

### **Late Work**

Work may be handed in 1 day late for ½ credit. When turning in late work, write the date it was handed in and give it to Sra. Wilson. IDL students will need to give the late work to the facilitator or hand in to the office to be mailed or faxed that day.

### **When you are tardy**

You are considered tardy if you are not in your seat when the second bell rings. If you are tardy and have a signed agenda, you will not be counted tardy unless you are more than 5 minutes late. If you

will be more than 5 minutes late, have the school employee you are with call and notify Sra. Wilson. When you arrive to class do the following:

- Enter the room quietly.
- Place the agenda on the table in front of the room or place pass on overhead camera.
- Have a seat and begin working.

IDL receiving site: Please have a student or facilitator let me know if you will be more than 5 minutes late.

### **Participating in Class Discussion**

When answering questions raise your hand, this will allow other students time to think of the answer. Do not say the answer out loud unless you have been called on. When class discussions take place, all students may participate in the discussion without raising their hands. In order for the discussion to progress students must listen to other students and allow other students to finish speaking before responding.

### **When you need a pen or pencil (Plainville students only)**

If you need a pen or pencil during class, you may get one from the cup in the student bookcase. Replace the pencil/pen at the end of the class period.

### **Working in Groups**

From time to time, students will work in groups of two or more. The size of the group will be determined by the number of jobs needed to complete the activity. Each person in the group plays an important role. The procedures for group work follow.

- You are responsible for your own job and the results of the group.
- If you have a question, ask your support buddies (your group partners). Do not ask other students or Sra. Wilson.
- You must be willing to help if a support buddy asks you for help.
- If no one can answer a question, agree on a consensus question and appoint one person to raise a hand for help from Sra. Wilson.

### **When you Finish Early**

- Study your vocabulary
- Read a book
- Work on other homework
- Sit quietly

### **Responding to a Fire or Tornado Drill**

- Leave all your items in the classroom. You may take your purse/wallet.
- Exit quietly
- Return when signaled to do so.
- Enter quietly and resume working.

### **When Visitors are in the Classroom**

- Continue working quietly.
- If a visitor needs to see you, step out in the hall quietly so you do not disrupt other students.
- Return to your seat promptly when finished.

### **If Sra. Wilson is out of the Room**

- Remain seated.
- Continue working as normal.
- Show respect to any other adult who may be in the room.
- All classroom rules and procedures apply as if Sra. Wilson was there.

**If You Are Suddenly Ill**

- If possible, get permission to leave the room.
- If you are unable to wait for permission, you may leave immediately.
- If you are unable to get out of the classroom, please try to make it to the trash can.