

Ms. Soria's Classroom Procedures

BEFORE CLASS

- If the classroom door is closed, line up and wait quietly. Do not knock on the door, I will open it for you.
- If the classroom door is open, come in quietly and prepared for class. Being prepared means going directly to your seat and taking out your notebook, agenda, and pencil.

AT THE BEGINNING OF CLASS

- Be in your assigned seat when the bell rings. You will be marked late if you are not sitting at your desk when class begins, even if you are in the classroom.
- Your first action after you sit down at your desk is copy down the homework for the day. If there is no homework, write N/A.
- Show that you are ready to begin class with SLANT (Sit up, Listen and lean forward, Ask and answer questions, Nod your head, Track the speaker.)

DURING CLASS

DIRECT INSTRUCTION-during this time, we are working together as a class or when I am teaching a new concept. Direct instruction includes taking notes, engaging in practice problems, or having a classroom discussion. During this time, expectations are:

- Stay in your seat. If you need to sharpen your pencil, hold up your pencil and I'll let you know if it is an appropriate time to sharpen your pencil. If you need to go to the restroom, fill out your agenda and raise your hand.
- Refrain from side conversation. You are in class to learn; if you are unable to concentrate or keep from getting distracted in your current spot, you will be moved.
- Follow SLANT. Occasionally, there will be a reward for answering a question correctly so be attentive.
- If you have a question, raise your hand. Blurting out questions interrupts me, distracts the class, and is disrespectful. Similarly, if you have an answer to a question, do not blurt out the answer.

Classroom volume level: minimal unless I ask you to discuss a question or idea with your neighbors.

LABS/GROUP ACTIVITIES- Lab groups and lab stations are assigned at the beginning of the trimester and changed every trimester. Group activities and labs are the times when the learning we have started in direct instruction is reinforced. Labs are a privilege so during this time, expectations are:

- Stay in your lab group at your station. The consequence for not staying in your group and wandering around the class will be a 30% deduction on your and your entire group's lab grade. If it happens a second time, you will be pulled out of the lab and expected to write an essay explaining the lab and its concepts for half credit.
- Contribute ideas and collaborate with your groupmates. Stay on task during group activities and labs. If you choose to be off-task during group activities/work/labs, then you are choosing to stay in 2 minutes of your passing period to complete the work you should have been focusing on class.
- Treat lab equipment and class materials as your own. Equipment and materials are often limited so abusing and breaking a piece of equipment prevents students in later classes from experiencing the lab. If you break equipment, you will be given an eighth period and responsible for replacing the broken equipment. You may also not be allowed to participate in future labs.

Classroom Volume Level: Indoor voices. I should be able to hear all groups from anywhere in the classroom.

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INDEPENDENT WORK-independent work is the time when you show what you know through completing readings, worksheets, and independent projects.

- Stay at your desk. Unless I okay the class to move at the beginning of independent work, you are expected to stay in your seat. If you have a question about the work, raise your hand and I will come to you.
- During this time, you can sharpen your pencil without asking for permission. You may also come up to me during this time if you need to use the restroom.
- Be on task. If you choose to be off-task during independent work, then you are choosing to stay in 2 minutes of your passing period to complete part of the work you should have been focusing on class.

Classroom Volume: minimal. This is the time when you show what you know.

TRANSITIONS

- When we move between activities, such as direct instruction and lab, I expect you to 1) listen to my instructions, 2) ask questions for clarification if needed, and 3) follow my instructions. This is not a time to be off-task and socialize.

CLEANING UP/DISMISSAL

- The 5-minute bell is a warning for me to wrap up the lesson-I will always give you enough time to clean up so please wait until I announce it is time to clean and pack up.
- During clean up, look under your desk for trash to pick up and make sure your workspace is clean (no drawings on desk or trash).
- Stay in your seat until I dismiss you. You must be in your assigned seat (note: this does not mean standing by your desk) or the class will not be dismissed until everyone is sitting down.
- Push in your seats when you are dismissed.

QUESTION PASSES AND USING THE RESTROOM

I randomly call on students for class discussion questions, which means everyone is on the hook for having an answer. If you are not having a good day or simply don't want to answer a question that day, you have three question passes for the trimester. You must tell me at the beginning of class that you would like to use your pass-I won't accept passes at any other time.

When you need to use the restroom, make sure you have your agenda filled out before calling me over. I do not allow restroom breaks during labs or in the first ten minutes of class or the last ten minutes of class.

BORROWING A PENCIL

If you forget a pencil, you may borrow one of mine, but must leave your ID at my desk.