

Mrs. Taylor's Classroom Procedures

1. Absent

- Check the **Agenda** in Google Classroom for the day you are absent. You get one day to do make-up assignments for every day you are absent for full credit. After that, it will be marked down for a late grade.
- You are responsible for getting and making up your absent work, not the teacher!
- Check the agenda pages for the school absent policy.

2. Aeries & Grades

- Grades are uploaded every Friday in Aeries from Google Classroom.
- You are responsible for checking to make sure grades are recorded correctly.
- Message the teacher for any errors
- Test/projects are **60%** & classwork/homework are **40%** of your grade

3. Asking a question, getting up, or asking for help

- Raise one finger (your index finger) if you wish to speak.
- Raise two fingers if you wish to get up out of your seat to get materials.
- Raise three fingers if you need help and I will come over to your table.

4. Bathroom/Water passes

- You have **4 bathroom/water** passes to use for emergencies in the trimester.
- You will need to use your agenda and the online program to use a pass

5. Cell Phones

- Cell phone use is not permitted between the first and last school bell or it will be taken from you (this includes checking the time)
- When you have the teacher's permission to use phones, phones must always be flat on the table.



6. Class Points

- Daily points are earned by being quiet and having your agenda open when the bell rings
- Points earn rewards for the class (like candy, homework pass, music pass, etc.)

7. Class Sets

- Any paper that has a number or letter on it is a class set of papers & is to be returned to the teacher
- The same sheet is used the whole day. Do not tear, crumple, or write on them.

8. Coming to Attention

- When the teacher talks, all student conversations must end within 3 seconds.
- The teacher will say, "Fo," which is your cue to quiet down and listen.

9. Discipline Files

- The teacher's priority is to provide a safe learning environment.
- Students who do not follow the rules will receive a warning and fill in their "discipline file." The file contains the minor referral form.
- After 3 minor referrals, the referral goes to the office administration.

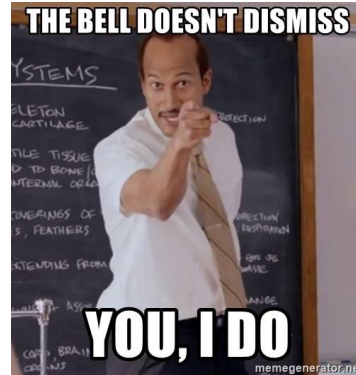
Mrs. Taylor's Classroom Procedures

10. Disaster Drill

- Stay with the class, follow school rules, and take instructions seriously.
- Know where the safety folder is for guest teachers.

11. End-of-class dismissal

- The bell does not dismiss you. You need to be in your seat and the classroom clean.
- Last period must put the chairs up before they leave



12. Entering the Classroom

- Find your seat and write down your homework before the bell rings in your agenda.
- Start working on your "Opening Activity" after the teacher has checked your agenda.
- Read the board and take out your supplies.

13. Extra Credit

- I do **not** give extra credit assignments.
- Instead, missing work is accepted all trimester
- There are lots of passes available for more points like homework pass, extra points, and missing work passes.

14. Going to the library or computer center or assemblies

- Do not touch or play with anything until you are given instructions.
- Class rules apply to activities outside of the classroom.

15. Group work

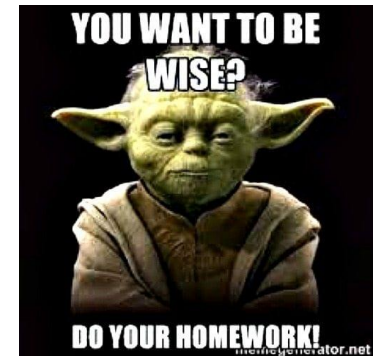
- All students in the group must participate. Students not working in the group will be removed from the group and given an alternate assignment.
- Students should take turns writing and reading.
- If you need help, make sure you have asked someone in your group for help first before asking the teacher. **C3 B4 ME**

16. Homework

- Google classroom assignments are due the same night it's assigned by midnight.
- After midnight, the assignment is late and will be marked down to a C.
- Paper assignments are due the next day to receive full credit.

17. Journals

- Journals are a collection of notes, vocabulary, demos, articles, and other information to help you prepare for your tests.
- If you are absent, you are responsible for making up the work on your own. Some assignments may have videos included to explain the directions or answer the questions.



18. Keeping organized

- Do not leave trash or place gum under your desk.
- Do not move or destroy the school's or other people's property.
- You are responsible for keeping your backpack organized & having all materials for the day.

Mrs. Taylor's Classroom Procedures

19. Late Work & Late Work Passes

- You can turn in all missing work until the end of the grading period.
- You will not receive higher than a **C** on a late assignment.
- All students receive **4** late work passes for the trimester.
- Late work passes prevent your paper from being graded as "late."

20. Making corrections on assignments

- The teacher will provide feedback on assignments through Google Classroom.
- You learn by fixing your mistakes. Use teacher feedback to make corrections.

21. Missing work or miss-graded assignments

- Check Aeries every week! Sometimes grades are written incorrectly into the computer.
- If you find an error on Aeries, show me the assignment with its grade and I will make the change.
- If you no longer have the assignment, we will have to discuss the situation.

22. Moving around the classroom/Labs

- Do not touch other people's property as you move around the room.
- Do not move or destroy the lab material at the lab tables. Report damaged material to the teacher.
- Do not write on cabinets and counters.
- Put away any valuables to be safe.

23. Noise Level

- No talking across tables
- 0 #NinjaMode is for videos & reading
- 1 #Whisper is for independent work
- 2 #TableTalk is for lab work
- 3 #CalmDown is too loud for work in the classroom

24. Office or nurse during class

- Raise your hand and I will write you a pass to the health office.

25. Opening Activity

- Opening activities (OA) are completed after the agenda is checked.
- OA Papers are graded every two weeks.
- If your OA is lost, you are to write the answer on a separate piece of paper.

26. Passing in papers

- Papers are passed in toward the front of the room.
- Check to make sure your heading → name, period, and date are on the paper.
- Be respectful of other students' work and leave it alone unless they ask you to pass it.

27. Pencils or papers

- **C3 B4 ME** ask your neighbor first to see if they have a pencil or paper, you can borrow or have.
- You can check out a pencil from the teacher by placing your name on the whiteboard.
- Raise your hand first for the teacher's permission to get up out of your seat to sharpen your pencil



Mrs. Taylor's Classroom Procedures

28. PRIDE cards

- Earn pride cards in class by following rules and procedures, helping to keep the class clean, and helping other classmates.
- Turn in PRIDE cards in class for stickers, comfy chair passes, cool pens, and a chance to spin the wheel for homework and music passes.
- Turn in PRIDE cards to the office for prizes and a chance to win the weekly raffle.

29. Recycling

- Water bottles are allowed in class.
- Recycle plastic bottles in the recycling containers.

30. School announcements

- You should immediately stop talking to hear the announcement & you will earn extra class points.

31. Tardy

- If you are **not in your seat** when the bell rings, you are tardy.
- If you were in the office or in another teacher's classroom, you need a pass otherwise you will be marked tardy.
- School Policy: 1st → violation-warning, 2nd -student calls parent, 3rd → detention, 4th →referral to office

32. Teacher is out of the classroom/Sub/Visitors

- Follow the rules, expectations, and procedures to the adult who is in charge.
- If your name is written down for any reason, you will receive a before or after-school detention (ASD)- no questions asked.

33. Technology use

- When using technology, stay on approved websites and apps.
- **Go Guardian** is used to monitor online activity.
- Inappropriate use of technology will result in tech removal and call home.
- When you check out a Chromebook, place your backpack by the tower and put back it in its proper place to charge

34. When you are done

- There is a posted list of acceptable assignments you can do if you finish early, known as "When You Are Done."
- Do not start talking with other students for fun as it keeps other students from finishing their work and distracts the class.

