

## **PROCEDURES & ROUTINES**

### **SY 2009-2010**

The following procedures & routines are designed to help students make the most effective use of classroom instructions and thus achieve their highest academic potential. The sections below provide students detailed information on meeting the expectations outlined in DCPS' instructional behavior management plan: **orderliness, respectfulness, responsibility and cleanliness.**

#### **Entering the Classroom & Preparing for class:**

- Students must report to class by the second bell;
- Students must be prepared to work (i.e., they will have all necessary materials for class, including, notebooks, handouts, pencils and pens);
- Students will enter the classroom quietly;
- Students will greet the teacher;
- Students will sit quietly at their desk where they will organize the materials they need to begin working;
- Students will listen attentively to teacher instructions during the lesson.

#### **Absent or Tardy Students:**

- Students who are absent or tardy are responsible for obtaining materials and information they missed during the lesson from their classmates;
- They are also responsible for arranging with teacher for making-up quizzes, tests, projects, etc.;
- Students who miss the first 15 minutes of class will be marked absent for 45 minutes classes and absent for the first half of 90 minutes classes.

#### **Dismissal/Exiting Classroom:**

- Students will leave the classroom when they are dismissed by the teacher;
- Students will clean their desk and surrounding area;
- Students will leave the room quietly.

#### **Bathroom, Water Fountain & Locker:**

- Students must take care of their bathroom and other needs during the 5 minutes passing period from one class to another;
- Students must use the 5 minutes passing period to pick-up class materials from their lockers;
- Students will be allowed a bathroom pass and a locker pass ONCE per advisory;
- Students will NOT be allowed to go to their locker once class has begun.

### **Speaking in Class:**

- Students will raise a hand to signal their desire to participate in the class discussion;
- Students will NOT be permitted to have personal conversations during the lesson;
- Students will stay on task during group work.

### **Students Who Complete Tests/Quizzes/Class Work Early Will:**

- Remain quietly in their seats;
- Read selected magazines and/or books stored on the bookshelves in the classroom;
- Work on homework assignments or write in their journal;
- Students will NOT be allowed under any circumstance to put their head on the desk for a nap during class time.

### **Homework & Plagiarizing:**

- Homework assignments must be completed and ready to be collected on the day they are due;
- Students who are absent are NOT exempt from this rule since it is their responsibility to find out what they have missed when they are NOT in class;
- Students who plagiarize will automatically receive a zero for the work;
- Students who allow others to copy their work will also receive a zero for sharing.

### **Journal, Binder Handouts:**

- Students will bring to class their composition notebook, which will serve both as their notebook and journal;
- Students will organize their binders with clearly marked sections and a table of contents;
- Students will receive ONE handout for each unit we will cover. If they lose their handout it is their responsibility to copy it from a classmate.

**\*\*\*NOTE\*\*\*** the journal and binder will be assessed on content, organization, neatness and cleanliness. The rationale for mandating these tools is to teach students the importance of organizing and presenting their work neatly. If they wait until the day these materials are checked to organize them, then they have missed the point of the exercise. Therefore, students who organize their binders on the days they are scheduled to be checked will forfeit their binder grade for the advisory. Likewise, students who do NOT have the appropriate amount of class notes and journal entries in their composition notebook when they are checked will forfeit their journal grade.

**Classroom Rules that Will Affect Students' class participation grade include the following:**

- Failure to be punctual consistently;
- Failure to comply with the prohibition against combing/brushing hair and applying make-up in class;
- Disregard for the rule against chewing gum, eating and drinking in the classroom;
- Failure to observe the school's policy against using iPods, cell phones and other electronic devices, including laptops, blackberries, etc., in the classroom.