

## Procedures & Expectations for U. S. History Classes

### Classroom Procedures:

#### **Entering the room:**

- Enter the room quietly
- Sharpen pencils if needed
- Turn in homework to yellow box
- Be prepared to work when the bell rings
  - Have your materials out
  - Read the daily objective
  - Write the agenda in your planner
  - Begin the activity for the day

#### **During class:**

1. Ask permission to leave your seat
2. Wait until instruction is over to ask to use the restroom.
3. Ask permission to work on something for another class
4. Throw away trash before class or after the lesson is finished.
5. **DO YOUR OWN WORK.**
6. Do not pack up early. If you finish your early:
  - a. Review your work
  - b. Review for upcoming tests/ quizzes
  - c. Work on notebook pages
7. At my signal: freeze, face me and wait for instructions.
8. **Head your papers in the upper right hand corner like this:**

	Full Name Date Class Period
○	Title of Assignment

#### **Ending the class:**

- The teacher dismisses you, **NOT THE BELL!!!**
- You will be dismissed when
  - ✓ Classroom materials have been returned
  - ✓ Desks are back in order
  - ✓ Everyone is seated & quiet

What to do if you are absent:

1. Check the website for lessons & copies of worksheets:  
<http://www.classjump.com/mrsmichael>
2. If you haven't printed it, look in the folder for your class in the absent work box.
3. Get any notes you missed in the INTERACTIVE NOTEBOOK from another student in the class.

#### **What if you are absent and miss a test or quiz?**

You will be expected to make up the quiz / test the day you return, so be prepared. The same is true for any project or presentation you have been assigned.

#### **What should you do if you don't understand your instructions?**

- Ask questions in class.
- Let me know right away so I can help you.
- Get a pass and see me before school or after school.
- Get help from a friend, a parent or a sibling.
- **DON'T WAIT!!** You'll just get behind.

### Expectations and Consequences

#### **Expectations:**

1. Be on time & prepared to work every day. Have all your materials- Interactive Notebook, pencils, pens, paper, colored pencils, glue sticks etc.
2. Be respectful, kind and encouraging to all students & staff.
3. Maintain a good learning environment by behaving properly.
4. Raise your hand and wait for permission to speak.
5. Do not write in books, on desks or walls.
6. No gum, candy or food of any kind in the classroom.

#### **Consequences:**

1. Warning
2. Time out (in or out of classroom)
3. Lunch Detention/After School Detention with a call home.
4. Dean Referral

***\*Any serious misconduct may result in an immediate referral to the dean or the administration.***

