

Classroom Rules & Procedures

Procedure 1 – Entering the Classroom

- a. As soon as you enter the classroom, you are to begin preparing for the workday. Bring all appropriate materials to class—textbook, notebook, pencil/pen, calculator, etc.
- b. Retrieve your folder from the file box, go to your seat, and log in to the computer.
- c. Check the board for daily directions and begin.

Procedure 2 – When You Are Late to Class

- a. When you are late, you must have a pass.
- b. When you enter the room, place the pass on my desk.
- c. Proceed to your desk without interrupting the class.
- d. This means that you should not be telling the class why you were late.

Procedure 3 – When You Are Absent

- a. Upon returning to class, check the class calendar (located on the chalkboard) for notes and missed work.
- b. You have three class days after returning to complete missed work. Any work not submitted within three days will not be counted.

Procedure 4 – Leaving the Room During Class Time

- a. Only one person may leave the room at a time.
- b. Please ask for permission before leaving the room.
- c. Sign out (FIRST and LAST name) then sign back in when you return. Take the Lavatory Pass with you.
- d. You should only be where you signed out to be. DO NOT go anywhere else. Failure to abide to this could result in your privileges being revoked.

Procedure 5 – Preparing to Dismiss

- a. A timer will be set to let you know that there are two (2) minutes remaining to the period. When you hear the timer go off, please clean up your work area, log off the computer, put your folder back in the file box and return to your seat.
- b. Please remain in your seat until I (not you or the bell) dismiss the class. Please push in your chairs.

Procedure 6 – Computer and Printing Rules

- a. When using the computers, remember that I am watching you at all times by personal observation and computer management software. There are areas on the computer that you MAY NOT visit such as: chat rooms, e-mail, drug sites, alcohol sites, inappropriate sites, etc. DO NOT attempt to visit these sites.
- b. Do not misuse the computers – they are not toys.
- c. Do not load any inappropriate items and/or words on your computer desktop.
- d. No eating, gum chewing, or drinking by the computers.
- e. No printing of personal documents or other class assignments without permission.
- f. The chairs are NOT recliners . . . do not lean back on them.
- g. **SHARING DOCUMENTS IS CHEATING.** If you attempt to print or accept any document that is not YOUR OWN work, or if you print work that you have done for someone else, YOU WILL RECEIVE A ZERO FOR THE UNIT.

Procedure 7 – General Items

- a. The use of foul language or obscene gestures or any kind is strictly forbidden. Respect the teacher and one another.
- b. The school discipline and dress codes outlined in the student manual will be strictly followed.
- c. Please do not take anything from my desk or use anything of mine unless you have asked permission.
- d. Please do not talk while I am talking or when others are talking.
- e. Raise your hand when you want to speak.

If you have any questions or are unclear about these procedures, please ask. Remember . . . by working together and following these procedures, we will make our classroom team successful.

Thank you for your cooperation!

Mrs. Kotch