

CLASSROOM PROCEDURES

For Mrs. Phillips's Classroom

In this classroom, learning is our first priority. In order to create a safe and efficient classroom community, it is **your responsibility** as a student in this class to follow these classroom procedures. We will learn and practice these procedures in class during the first few weeks of school.

If the door is closed

Wait outside quietly. Please do not disturb other classes.

Entering the classroom

Use hand sanitizer from the front table. Move to your desk quickly and quietly.

Getting missed work

Check the missed work folder for the days you were absent.

Preparing your materials

Sharpen at least 2 pencils before class starts. **Pencils will not be sharpened during class**, so prepare more than enough pencils for one class period.

Get your ELA composition notebook and folder from your pocket folder. Put away any work for other classes.

Turn OFF your cell phone.

Warm-up work

Warm-up assignments and directions will be posted on the board before class begins. Once you have your materials for class, start your warmup.

When you're tardy

Enter silently. Get hand sanitizer. Leave your tardy slip on Mrs. Phillips's desk. Go straight to your seat and get out your ELA materials. Please do not disrupt your classmates' learning time!

Starting your work

ALWAYS put your name and the date at the top of your paper!

What to do when you're finished

Complete any warm-up work or other unfinished assignments for **this class only**. If you have completed all of your work, read a book! You've earned it!

Bathroom

Bathroom breaks will only be allowed during independent or group work time. Only one person will be allowed from this class at a time. Please do not ask me while I am teaching the whole group unless it is an emergency. You are allowed 3 bathroom passes per 9 weeks.

When I need your attention

If you see me raising my hand at the front of the classroom, **immediately** stop talking, put all work down, and look at me.

Turning in work

When we have completed an assignment, you will turn in your paper to your class's turn-in work bin. Check that you have included your name and date on the top of your paper!

Preparing for the end of class

Do not begin packing up while I am still teaching. During pack-up time, check your desk and the surrounding area (on the floor, under your chair) to make sure there are no belongings or trash. Throw all trash, no matter how small, in the trash can, even if it's not yours! Put your composition notebook and folder back in your pocket folder.

Dismissal

Wait at your desk until I dismiss you. I will dismiss class by saying, "Have a nice day." Even if the bell rings, you are not dismissed until I say "Have a nice day!"

I am very excited to have you in our class this year! Each and every member of this class is an important part of our classroom community. By working hard together, we will make this a great school year. Please feel free to talk to me at any time if you have any questions or concerns. I am here to help you and make sure you have a successful year of learning!

Mrs. Phillips