

Classroom Procedures – Mrs. Johnson

August 2017

1. Come to class on time with necessary supplies. You will need a pencil, paper, your notebook, agenda, and a classroom folder. If you have to go to your locker to get a needed supply, you will receive a tardy.
2. Try to use the rest room between classes, but if you are unable to do so, please let me know as quickly as possible in the beginning of class or try to wait until the final 10 minutes of class. You will use the sign-out sheet to leave the room and take a pass. These items are found on the clipboard (near door).
3. Place all homework assignments in the gray box found on the desk near the exit. Homework is due at the beginning of class. **I do not accept late work which is any work turned in the next day.**
4. Each first day of the week, students will copy the week's agenda from the board. The entire week's assignments are posted. You can also view and print a copy online. Take advantage of using your agenda.
5. Every other Thursday students will have library time. They will meet me in the library.
6. Students will be given independent reading time whenever possible; it is therefore imperative that they have the proper materials to read with them at all times. Independent reading materials should also be taken to other classes, especially during Warrior Time to take advantage of independent study time.
7. Electronic devices are great resources for our class; however, they are not to be used for just random communication. **No devices are permitted during testing or during lessons unless otherwise permitted.** Students who misuse their devices will have them taken away and will need to pick them up in the office at the end of the day.
8. Be sure to follow the format in preparing papers such as name location, date, etc. A missing name will cost a point.
9. Students will want to take advantage of using the online Remind.com site in order to receive text postings from me to their cell phones. This program will also be available for parents.
10. Following directions will be stressed. It is necessary for students to listen to instructions, read all the instructions, and follow instructions if they hope to be successful. It may become necessary for a student to receive a lunch detention if he or she is not following instructions.
11. Students will want to use the class website for further resources and missing work. It is the student's responsibility to obtain assignments when he or she has been absent.
12. Respect is mutual. I expect students to behave as young respectful learners. I will in turn treat them with a courteous and respectful manner. We will all be able to get along quite nicely!
13. Students who have discipline problems will have their parents notified ASAP. It is my hope to avoid ever contacting the office with regards to a student's classroom behavior, but if that is the case, parents will be contacted ASAP.