

Name _____

Procedures for Ms. Mousigian's Class

Procedures for Entering the Classroom

1. Make sure you always bring the following items to class: pencil, planner, binder/folder, and your silent reading book
2. Pick up any handouts from the table by the door when you enter the classroom
3. Have a seat
4. Work quietly and by yourself on the warm-up that will be posted on the board
5. Copy homework (even if it says "no homework") into your planner

Anyone who walks in after the bell rings will be marked tardy for the day. If you are not working on your warm-up **silently after the bell rings you will also be marked tardy—**staying on task is shows that you are responsible.**

Class will begin when...

- Ms. Mousigian walks to the front of the room, faces you, and says good morning/afternoon class
 - o When you see and hear this, you should respond with a good morning/afternoon in return to adults in the classroom.
 - o You also need to give Ms. Mousigian your full attention (this means that your mouths are closed, your eyes are on her, and you are listening for further instruction)

Signals to Get Your Attention

1. Give me 5, 4, 3, 2, 1
 - a. Voices should be off when I reach the number 1
2. Chimes
3. Body language
 - a. Eyes are on me and your body is turned to face the board
4. Bear Claw
 - a. When you see me put up my bear claw you should put up your bear claw and give me your full attention (you should be looking at me and you should not be talking to anyone around you)

Procedures during Class

- You should use the restroom and get a drink of water **in between** classes. You will only be allowed to leave to use the restroom if it is an emergency.
- Please raise your hand if you have a comment or question
 - o Do **NOT** just call out an answer unless directed to do so
- You may sharpen your pencil during individual or group work time, but not during instruction time
 - o If you need a pencil you may get up and borrow a pencil from Ms. Mousigian by swapping out your own pencil
 - o There are also handheld pencil sharpeners at the front of the classroom for student use during instruction time
- You do **NOT** need to raise your hand to get a tissue

Procedures for the end of Ms. Mousigian's class

1. Make sure your planner is filled out for the day
2. Wait for **Ms. Mousigian** to dismiss you, the bell does NOT dismiss you
3. Gather your materials
4. Get up from your seat, and push it in
5. Turn in any assignments at the front of the classroom in the appropriate basket if any assignments are due at the end of the hour
6. Exit the classroom

Procedures for Absences

- If your table partner is absent you should pick up any handouts/worksheets for them, put their name on the paper, and place the assignment in the correct absent folder located in the front of the classroom. If multiple people are absent at a table, other classmates in the group should help to make sure papers are picked up.
- When you return from an absence you should
 1. Check the absent folder for any papers you missed
 2. Turn in any work that was due the day prior to the back turn in bin
 3. Ask 3 friends before coming to speak with Ms. Mousigian
 4. Check in with Ms. Mousigian if you have any questions
- Students should check in with their teachers **during advisory for missed work**, after they have checked in first with their advisory teacher

Other Notes:

- You are **NOT** allowed to have your cell phone out in the classroom. If I hear your phone, see it, or see you texting you will receive **one warning** before your phone is taken and a parent/guardian will be required to pick it up.
- You are not to misuse, tear, or deface your planner.
- Please ask before you borrow any items off of my desk.
- If I see or hear gum in the classroom you will be asked to spit it out. Chewing gum is a privilege that can be taken away if people are not being respectful in how they use it
- Make sure to clean up after yourself.
- Lost and found items will be located in a box labeled lost and found at the back of the classroom.
- I also have a paper recycling box/plastic recycling box at the **FRONT** of the classroom—Please do **NOT** throw trash away in this box
- There will be no food allowed in the classroom unless given teacher permission