Classroom Accountability

In life we are held accountable for our actions. Guidelines and procedures are set up to help us be responsible, productive members of society. This is a list of guidelines and procedures that we will all follow to ensure our classroom runs smoothly and allows everyone a comfortable, safe learning environment.

1. **ENTERING THE ROOM:** You have 5 minutes to get your materials for this class, use the restroom, sharpen pencils, etc. You should be in your assigned seat working on the daily bell ringer BEFORE the tardy bell rings. **You will lose 5 participation points if you’re not seated and working quietly.**
2. **TARDIES:** If you are tardy, you must go to the office and sign the book. **You will also lose 5 participation points.**
3. **EXITING THE ROOM:** Do not pack up until you’re given permission. The bell does not dismiss you from class. I will dismiss you after I have checked your area. “Have a great day…” or other similar phrase will let you know you’re dismissed.
4. **MATERIALS:** Each day, I will post on the door what is needed for class. You should bring your library book EACH and EVERY day! **Not bringing materials to class will result in the loss of 5 participation points**. \*\*If I allow you to use any classroom materials, it is up to you to take care of the materials and put them up neatly.
5. **PENCILS:** If you need to borrow a pencil, raise your hand and ask. Your name will go on the board, and if you return it, I will erase it. If you fail to return it, your name will not be erased and in order to borrow another pencil from me, you will have to give up a shoe.
6. **HOMEWORK:** If you have a homework assignment, please have it on your desk for me to come by and check while you work on the bell ringer. You will receive a grade for having homework completed.
7. **PROJECT/ PAPER DROP:** Projects, essays, etc will be turned into the project/ paper drop. We will pass the basket around the room or we will turn them in by rows/groups. You’ll highlight your name if you turn the assignment in and place it in the envelope.
8. **MISSING ASSIGNMENT FORM:** If you’re missing an assignment, you will need to fill out a missing assignment form and put it in the envelope. Do not highlight your name.
9. **STUDENT WORK:** Please **print** neatly in pencil. No pens unless I give you one to use! If I cannot read your writing, you will have to redo the assignment! **Every paper should have your name, number, date, and assignment title on the top.**
10. **INCOMPLETE/LATE WORK:** Incomplete assignments/ projects may be completed and turned in with a loss of 10% of points per day late. If you continuously fail to complete assignments, I will contact your parent/guardian, and we will set up a time for you to make up the work you’re missing.
11. **ABSENT WORK:** It is the student’s responsibility to come schedule a time to make up tests or ask questions about missed assignments. Check your period’s folder for worksheets and handouts. **Do not ask during class about absent work!**
12. **SEATING ARRANGEMENT:** You should be seated in the desk assigned to you every day. Do not swap desks with other students or sit in a different desk because another student is absent. This is how I check attendance/take up paperwork.
13. **INTERCOM/VISTORS:** Anytime the intercom comes on you should be listening to the speaker. Do not be disruptive or disrespectful during or after this time. If a visitor enters our classroom, you should continue working quietly and listen for instructions from the teacher.
14. **RESTROOM PASSES:** 2 restroom passes will be given for each 9 weeks. To use it, you must have it in class, and you must use it at an appropriate time. After you use your passes, you will have to write in order to leave for a restroom ER. At the end of the 9 weeks, you may turn in remaining passes as bonus points on your 9 week exam.
15. **ATTENTION GETTER:** During group or partner work, I will use my bell to bring the class back to my attention. When you hear the bell ring, I expect you to stop what you are doing, be quiet, and listen for further instructions.
16. **PASSES:** To leave the room, you must have a pass. First you will need to sign out. Do not ask to go see other teachers, make a phone call, pay library fines, etc during class time. Go between classes.
17. **EMERGENCY DRILLS: Intruder:** We will move quickly and quietly to the area beside the counter. You must not talk or make noise until an all clear is given. **Fire:** We will line up quickly and quietly and exit the room to the right and go outside. Stay in a line and go to the grassy area by the school sign. Listen for roll call. **Tornado:** We will line up quickly and quietly and go out the door to the right. Students will need to kneel down and cover his or her head with a book if possible. Remain quiet and listen for roll call and further instruction.
18. **HALLWAYS:** Anytime we are in the hallway you must stay quiet in a line and respectful of others.
19. **TEXTBOOKS:** We only have a classroom set of textbooks. If you need to borrow one to complete an assignment due to an absence, you must sign it out with the teacher.
20. **NOTEBOOKS:** Each student needs a 3 subject college ruled spiral notebook. This notebook should only be used for this class. Please see the ISN Guidelines for more in depth directions. **Since we will not assign textbooks, your notebook is vital to your success in this class.**
21. **COMPUTER LAB:** When we go to the computer lab, you should sit at your assigned computer. Unless otherwise directed, your assigned computer number is the number given to you at the beginning of the year.
22. **LIBRARY:** When we go to the library you should follow instructions from Mrs. Carlisle and Ms. Gandy. You should fill all seats at the table before going to the sitting area by the fish tank. When going alone to the library, you should go straight to the library and back to the classroom. Do not linger in the library or hallway to waste time. **Do not abuse the privilege to visit the library alone.**
23. **TICKETS: “**Tickets” will be given randomly for various reasons. If I give you a ticket, you will write your first and last name on it, and place it in your period’s cup. Some examples for getting a ticket are turning in a project on time, perfect score on a quiz/test, 100% on notebook & bell ringer checks, excellent participation, being extra helpful, etc. At the end of each month or 9 weeks depending on how many tickets I have collected, we will draw for prizes.
24. **CHAMPS: CHAMPS** is an acronym you will refer to each day to see what we will be doing in class.

**Conversation:** if talking is permitted and to who & why, **Help:** how you should get help, **Activity:** what we are doing (can also check agenda), **Movement:** whether or not you can move around the room, **Participation:** who you can participate with and why/how **Success:** the class will run smoothly and give everyone an opportunity to be successful

1. **GROUPS:** We will frequently work in groups. It is your responsibility to work cooperatively and participate actively in your assigned group. Each group member should be working on a task and contributing to the group in order to receive a passing grade for the assignment.
2. **SILENT SUSTAINED READING:** SSR is a time for you to engage in reading! This is not the time to do homework, go to the library, go to the restroom, put your head down, etc.

*\*The teacher may change or add to the classroom accountability procedures during the school year if necessary. Prior notice will be given.*