

CLASSROOM PROCEDURES

1. Before Class Begins

- A. Be in uniform with your ID.
- B. Enter class sit down, put away electronic devices, and remain quiet.
- C. Be in class each day on time with pen, paper, and any relevant materials. All electronic devices must be charged before class.
- D. If an assignment is due, please put it on your desk for me to review or collect.
- E. If you did not have time to use the restroom before the bell, wait to ask me. Do not leave without getting permission from me.

2. During Class

- A. Raise your hand for any personal requests, including using the restroom and seeing another teacher.
- B. When my hand goes up or I stop talking everyone immediately becomes quiet.
- C. If I leave the room, remain quite and in your seats until I return.
- D. Do not interrupt during a discussion.
- E. If we go outside, everybody stays together.

3. At the End of Class

- A. Wait until **I** (not the bell) dismiss you.
- B. When you are dismissed, leave in a quiet orderly fashion.
- C. If the bell rings before a debate or presentation ends, you can quietly exit the room leaving your flow or notes, on the last desk by the door.