

# Survival Guide for Mrs. Pickens' Class

## (Classroom Procedures)

Procedures are a part of life. We follow procedures for using a telephone book, boarding an airplane, approaching a traffic light, and attending a wedding. The reason we have procedures in life is so that people can function in society knowing the acceptable and efficient ways other people do things.

There are also procedures in this classroom. These procedures establish our classroom culture. Please take time to read over the procedures below, as they will keep our class running smoothly throughout the school year.

### What do I do at the beginning of class?

There will be a "bellringer" on the board for you to begin working on immediately. Please do so. If for some reason, the activity is not on the board, remain in your seat and be patient -- it will be there shortly. You must be *in your seat* (BIC) when the bell rings in order to not be counted tardy.

### What if I'm tardy?

Please enter the classroom as quietly as possible and go directly to your seat, so as not to distract from the lesson at hand. If I am speaking to the class when you enter the room, please wait until I am finished to explain your tardiness. (Sometimes, you may have to wait a while if I am already to the heart of the lesson.) Join in with the rest of the class in taking notes, working on a lab, etc., until I am able to speak with you. If you do not have a pass from another teacher or the office excusing your tardiness, your tardy will be considered "unexcused" and you will need to see the Tardy Notebook by my desk. You are allowed 2 unexcused tardies per semester without consequence.

### What if I have to go to the restroom or to my locker.....or both?

You are guaranteed at least *two* "potty passes" each six-weeks grading period. Use them wisely. You may use it to go to the restroom, to go to your locker, etc. Your Potty Pass tickets are located on the coversheet of your notebook. Therefore, you must have your notebook in order to use your potty pass. It is your responsibility to keep up with your coversheet. **If you lose your coversheet, you lose your potty passes.** When you are ready to leave, I will sign your Potty Pass ticket, and you will take the green pass by my desk. Please do not try to use your potty pass while I am teaching a lesson, only before I begin or after I am finished. You have five minutes to get back to my room. If you have already used your potty passes and need to leave the room, you are out of luck...unless a classmate lets you use theirs. Potty passes are NOT accepted at the end of the six-weeks for "extra points," so use them!

### What do I do at the end of class?

Please remain in your seats (BIC) until I dismiss the class. There is no need to gather your things, close your books, etc. several minutes before the bell. I will make sure that you have plenty of time to get to your next class. Remember, the bell does not dismiss the class. You do not dismiss the class. Only I will dismiss the class.

### What if I don't have paper or a pen?

Please ask a classmate for paper or pen/pencil before class begins. If no one has paper or a pen/pencil, then you may check the bookcase by my desk. I cannot emphasize this enough....you know before you get to class that you need such materials. Take care of it *before* class begins.

### What if my pencil lead breaks or my pen ink goes out?

Please sharpen your pencil before class begins. If your pencil breaks or your pen goes out while I am "lecturing," just give me "the signal" or quietly ask to borrow one from a classmate. You may sharpen your pencil as soon as the class begins working on the assignment.

### Where do I turn in my papers?

You will turn your papers into the gray tray labeled with your class period. The trays are located on the bookcase by my desk. Graded papers are returned to the black crate or passed back to you. **\*\*I recommend collecting your graded papers from the black crate often and placing them in your notebook.\*\* HINT HINT**

### Do I have to put my name on my paper?

Work that you turn in must have your name written legibly in the appropriate place.

### May I do my worksheet in crayon?

Work that is to be turned in for a grade must be completed in blue/black ink or pencil. I will not accept work written in any other color. Work that stays in your notebook (i.e., notes, bellringers, etc.) may be in whatever color you choose.

### What do I do if I didn't do my homework assignment?

Work is due when I ask for it on the assigned day. No late work will be accepted. \*Late Work = Zero\* Work that is 80% complete will be considered “done.” (For instance, if you have ten problems to do, and you complete eight of them, but have questions on #9 & #10 and you come to class without those problems completed, you will not be penalized.)

### **What if I am wearing the wrong type of clothing on Lab Day?**

If you are unprepared on Lab Day in that you are wearing inappropriate lab clothing/shoes, you must use a Potty Pass to go get the appropriate clothing/shoes before beginning the lab. “Appropriately dressed” entails long pants (past the ankles; no leggings), closed-toe shoes (that cover the entire top of the foot), long hair tied back, and large bangle-like jewelry removed. Safety is of the utmost importance. If “it is impossible” to go get the appropriate clothing for the lab, then you will not be allowed to complete the lab, and you may NOT make-up the lab at a later time when you do have the appropriate attire.

### **What do I do if I am absent?**

When you return to class after an unplanned absence, please check the assignment board for the work you have missed. If notes were taken while you were gone, please ask a classmate for those notes. If the class received worksheets or handouts, your work will be placed in the Make-up Work tray by my desk. Catching up on missing assignments is your responsibility -- I will not remind you. For unplanned absences, you will be allowed two days for each day missed (not two classes) without being penalized (special exceptions may apply...i.e., long-term absences). If you know you will be absent in advance (AKA planned absences), you must get your assignments before leaving, as they are due when you return (special exceptions may apply). Responsibility is rewarded. No late work will be accepted.

### **What if someone enters our room or calls over the intercom?**

Should our class be interrupted in any non-emergency fashion, please continue with your work quietly. (This includes morning announcements.) If the interruption should occur while I am teaching the lesson, please remain seated and quiet while I attend to the matter at hand. You are not allowed to “shout out” to the people in the office.

### **What if it's an emergency?**

During an emergency alert, please remain calm and quiet. You must listen to my commands and follow them explicitly to ensure the safety of the entire class.

### **Do I have to keep a notebook?**

You will need a three-ring binder and dividers for this class. If you are not able to purchase one by the deadline, please let me know. There will be five sections in your notebook -- Bellringers, Quizzes, Notes, Daily Grades, and Labs. You will be required to keep this notebook, and any work we complete in this class, for the entire semester. You will receive a grade for keeping an organized notebook, and we will have “notebook checks” each six weeks (usually during the 5<sup>th</sup> week). Each notebook grade will count as one quiz grade.

On Notebook Check Day, you must have your notebook in order (ready to go) BEFORE coming to class. Organizing your notebook prior to the beginning of class (whether the tardy bell has rung or not) will result in an automatic docking of 25 points.

Please put your notebook in the following order:

1. Coversheet
2. Assignment Calendar
3. Syllabus
4. “Survival Guide for Mrs. Pickens’ Class”
5. Dividers:
  - Bellringers
  - Quizzes
  - Notes
  - Daily Grades
  - Labs – Your Lab Safety Contract will be placed *directly* behind this divider.

### **Will my parents know my grade in this class?**

Thanks to the internet, I am afraid so. Your parents may check your grades as frequently as they choose.

Thank you for following these procedures and helping to make our class run smoothly!! We are going to have a GREAT year!!