**Classroom Management Procedures**

**Mrs. Hill**

**Be Ready**

* Arrive on time and be in seat when bell rings.
* Have planner, notebook, and pen or pencil.
* Log in immediately.

**Be Responsible**

* Fill out planner on arrival.
* Complete bell work after planner.
* Be on task, do quality work, and **submit on time**.
* Keyboard covers will be used to develop touch-typing concepts.
* **Absent work is your responsibility**. Know the school policy!
* No food, gum, or drink in computer lab.
* Email and game sites are not to be used without permission.
* Computer use is a privilege, MUST ADHERE TO CARTHAGE R-9 POLICY. Assignments must be school appropriate.

**Be Respectful—SOS!!!**

* Respect SELF in actions and words.
* Respect OTHERS.
* Respect SCHOOL PROPERTY and property of others.

**Emergency Procedures for Room 153**

* **ALL together as a class!**
* **Be QUIET!**
* **CALM AND ORDERLY!**

**Fire Emergency**

* + **Proceed out door straight ahead to Exit Door #6. Turn north and gather on the lawn on West side of Science wing. Be ready to answer roll call.**

**Tornado Emergency**

* + **Proceed to right from classroom and go to next hall. Turn left and follow hall to commons/cafeteria. Go left and proceed to FEMA tornado shelter in new gym. We will be on the upper floor.**

**Earthquake Emergency**

* + **Students will move to east side of classroom away from outer walls and windows. Students will seek shelter under desks. After tremor has stopped students will be evacuated using fire drill procedures. Be ready to answer roll call.**

**Computer Lab Appointment Times for Make-up Work**

* Student may arrange before/after school appointment with teacher **before absence** for a school related activity or upon return for an unexpected absence.

**Materials**

* Notebook
* Pen/Pencil
* Handouts/Worksheets

**Planner**

* Write objective and assignment
* **Official Hall Pass** for student
* **Required stamp by office** when absent **before** you arrive to class.

**Bell Work**

* Complete within first five minutes of class (timer used)
* Due on Friday of each week.
* Bell Work Question
  + Key question and then answer using a complete sentence.
* Bell Work Topic
  + Write a paragraph (five well written sentences) on given topic.
* Points are given if question is keyed and answered correctly or if paragraph is keyed. All are subject to correct spelling and grammar that applies to receive all points.
* **Student is responsible for missed entries.**

**Assignments (In class)**

* Expect quality work
* Due at end of class period (some exceptions) printed and in assignment tray.
* **NO LATE WORK. Manage your class time wisely!!**
* Failure to turn in assignment can lead to failure avoidance referral.
* **Meet school guidelines and network policy usage.**
* **Student is responsible for missed work and arranging lab time.**

**Tests**

* In class review on day prior to test.
* Students will have two tests: 1.) objective computerized test over the unit’s terminology 2.) application test where the student uses the information to create the document.  **Multiple versions of tests will be used.**
* Responsible for taking on test day as they are announced in advance.
* **Student responsible for submitting online test and printing application test.**
* **Student responsible for missed tests and arranging lab time for make-up.**

**Instruction**

* Student is expected to be an attentive listener during verbal instruction and modeling of program.
* Student will be expected to take notes.
* Raise hand if you have a question.
* Monitors are off during instruction when asked.
* Game sites and email are not to be accessed without permission. (violates MORENET)

**Restroom**

* Student will be given two restroom passes per quarter with planner.

**Lunch**

* Line up single file as directed.
* Walk quietly and orderly to cafeteria.
* Students will stay on right side of stairway and hallway.
* Sit in assigned cafeteria row.
* Clean area. (No food/drink is to be brought back to lab.)

**End of Class**

* Log machine out.
* Clean work area.
* Keyboard cover should be in place.
* Stand and push chair in when dismissed.
* Leave in orderly fashion WHEN **TEACHER** DISMISSES.

**Last Period of Day**

* Shut machine down and turn monitor off.
* Place keyboard on top of CPU.