

Classroom Procedures

1. In case of an emergency, stop what you are doing. Line up at door, walk quickly, quietly, and with consideration for others, following the designated exit plan.
 - Building Evacuation: Remain calm and line up at the door. Exit quietly to the hallway and out the doors into the teacher's parking lot. Move away from the building and stay together. Listen for the roll call.
 - Weather Drill: Line up at the door and move into the hallway. Sit on the floor with your knees up and heads down. Cover your head with a book or piece of clothing. Listen for the roll call. Try to remain calm and quiet. We will remain in position until further directions are received from the principal.
 - Standby/Lockdown: If you are out of the classrooms (in hallways), go to the nearest available classroom. You should sit away from doors or windows. All doors will be locked, and all lights will be turned off. Listen for the roll call. Try to remain calm and quiet. We will remain in lockdown mode until principal or emergency personnel issues further directions.
2. Walk, do not run, into the room before the beginning of class. If you are tardy, come in quietly and join the activity in progress. After the third unexcused tardy to this class, you will get a referral.
3. When you arrive, please quietly come in and sit down. Please turn on your MacBook and begin the Daily Sparks. Daily Sparks will be located on the board and also found at <http://mrsmartinenglish.weebly.com/>. Do not wait for the bell to ring to begin. Daily Sparks are taken up every 2 weeks, and they count as a TEST grade.
4. Plan to spend class time on class work. Please be on task for the entire class period. If you tend to finish early, you may read independently or work on USATestprep. You should not talk or disturb others.
5. Work until the end of class. When the bell rings, you may quit working and gather your materials. Please do not leave your seat until I tell you that you are dismissed. Please walk out of the room in a quiet and orderly fashion.
6. Please take care of drinks and restroom needs during your passing time. I understand that sometimes you may need to go to the restroom during class. You may go only if you have first finished all of your assigned work or the class is working on individual seat work. No student may go while I am lecturing.
7. Do not leave class without a pass.
8. Your MacBook should be available and ready to use, unless you have been advised otherwise. Please be sure that you charge your MacBook every night.
9. When the teacher or another student is talking, you should be quiet and attentive.

Classroom Procedures

10. During class discussion, all students must participate and respect each other. While you may not always agree with each other, you must take each other seriously and respect everyone's opinion. You do not have to raise your hand to speak; however, you cannot interrupt someone else while they are speaking.
11. If you are not told that an assignment is group work, please assume it is to be done individually.
12. When working in groups, you are responsible for your own work and the results of the group. As a group, you will be graded as a group; therefore, you will receive a group grade which will also be your individual grade.
13. If I need your attention, I may say, "Class, your attention please". Please stop, look, and listen. I may request "Lids down" when I need your undivided attention. Please close your MacBook and participate in the class activity.
14. Please do not interrupt or disrupt other students' learning opportunities. If you have a question, raise your hand, wait to be recognized, and ask politely.
15. Please stay in your assigned seat unless you have permission. If you must move about, please do so carefully and with consideration for others.
16. Anything on my desk, in filing cabinets, teacher's computer, printer, etc., are off limits to students. **DO NOT TOUCH ANY OF THEM AT ANY TIME.**
17. Please do not touch other students' possessions. If it is not yours, please leave it alone.
18. Please keep your desk and the area around your desk orderly and clean.
19. You should not use your cell phone at any time unless given permission.
20. You should not eat or drink in class at any time.
21. There should be no personal grooming during class.
22. You are not to sleep in class at any time.
23. Use the approved MLA heading on the top of your assignments. The MLA heading is:
Student's Name: Doe, John
Class and Period: English, 1st Block
Teacher's Name: Mrs. Martin
Date: Jan. 14, 2014

Classroom Procedures

24. Essays, projects, and all other assignments should be completed and turned in at the BEGINNING of class. There are no exceptions. For every day an assignment is late, a full letter grade will be deducted.
25. If you are present when an assignment is given, it is due the day you return to school. If you are present when a test is announced, you will take it the day you return to school – extended absences will be taken into consideration.
26. There should be no talking during the course of taking a quiz or a test. If a student insists on talking, I will confiscate the test and the student will earn a zero. If a student cheats on a quiz or test, I will mark the test and the student will earn a zero on the quiz/test. If a student is aiding another student in cheating that student will also receive a zero. I will later speak with the student and contact the parent/guardian.
27. You should never plagiarize another person's work. Plagiarism is stealing someone else's words, thoughts, or ideas without giving due credit. This dishonest act will not be tolerated, and a failing grade will result. If you have any questions concerning plagiarism, please ask.
28. If you need extra help on an assignment or because you are having difficulty understanding something we've discussed in class, see me about scheduling a time to come before or after school. DO NOT WAIT UNTIL THE DAY BEFORE A TEST TO ASK FOR HELP.
29. If you become ill and must leave the room quickly, please try to alert me or a friend to let me know what is happening.
30. If I am out of the classroom, please sit quietly in your seat and do your assignment. Classroom rules and procedures should be followed as you continue your work.
31. When we have someone come into our classroom who is not part of our class (teacher, administrator, student, parent) you are expected to follow the same classroom rules and procedures. Continue working on your assignment as usual.
32. When an announcement is made over the intercom, everyone should stop what they are doing and listen. As soon as the announcement is over, you should return to your work.
33. It is your responsibility to make-up any assignments or tests in the allotted time (3 days) when you return from an absence. If you need to make-up a test you must make arrangements with the teacher. Tests can only be made up after school or during lunch (if I don't have lunch duty) and only if previous arrangements have been made. Note: If you have access to the Internet at home you may e-mail me at jmartin@bcbe.org or mrsjamielynnmartin@gmail.com and ask for missing work. You can also e-mail me make up work if possible. Class work and homework are posted on Moodle.