

Classroom Procedures – Mrs. Johnson

August 2018

1. Come to class on time with necessary supplies. You will need a Chromebook, pencil, notebook, highlighter, sticky-notes, and a classroom folder. If you have to go to your locker to get a needed supply, you will receive a tardy.
2. Try to use the rest room between classes, but if you are unable to do so, please let me know as quickly as possible in the beginning of class or try to wait until the final 10 minutes of class. You will use the sign-out sheet to leave the room and take a pass. These items are found on the clipboard (near door).
3. Place all hard copy homework assignments in the black & white box found on the desk near the exit. The previous night's homework is due at the beginning of class. I **do not grade late work; it will be labeled missing (if not turned in) or given a zero (if late)**. Make sure that online homework is completed and submitted by the due date.
4. Each first day of the week, students will view the week's agenda from the class website (ontarioteacher.org/reading7). Homework assignments with due dates will also be posted in Google Classroom and in Gradebook.
5. Every other Thursday students will have library time. They will meet me in the library.
6. Students will be given independent reading time whenever possible; it is therefore imperative that they have the proper materials to read with them at all times. Independent reading materials (AR books) should also be taken to other classes, especially during Warrior Time to take advantage of independent study time.
7. Electronic devices are great resources for our class; however, they are not to be used for just random communication. Since students will have access to Chromebooks, phones will no longer be necessary for use in the classroom. Students who are **using** their phones or whose phones **are heard** during class will have to turn in the device until the end of class.
8. Be sure to follow the format in preparing papers such as name location, date, etc. A missing name on an assignment will cost a point.
9. Students will want to take advantage of using the online Remind.com site in order to receive text postings from me to their cell phones. This program will also be available for parents.
10. Following directions will be stressed. It is necessary for students to listen to instructions, read all the instructions, and follow instructions if they hope to be successful. It may become necessary for a student to receive a lunch detention if he or she is not following instructions.
11. Students will want to use the class website (ontarioteacher.org/reading7) for further resources and missing work. It is the student's responsibility to obtain assignments when he or she has been absent. It is the student's responsibility to turn in all absent work in a timely fashion in order to receive credit.
12. Respect is mutual. I expect students to behave as young respectful learners. I will in turn treat them with a courteous and respectful manner. We will all be able to get along quite nicely!
13. Students who have discipline problems will have their parents notified ASAP. It is my hope to avoid ever contacting the office with regards to a student's classroom behavior, but if that is the case, parents will be contacted ASAP.
14. Chromebooks are not to be used in class unless instructed. Lunch detentions may be used to remind students to follow directions especially with electronic device use. Be sure to have your Chromebook fully charged each day.

(Online version)