

CLASS PROCEDURES

What to do and how to do it!

BATHROOM

The bathroom pass is hanging at the front of the room.

You are free to use it when it is appropriate

Do **not** use it when I am addressing the class

Appropriate times to go include:

Class work time, group work time, and/or reading time

BATHROOM CONTINUED

Do not go at the end of class.

You must use the bathroom class and return it so do not wait until class is about to end.

You may only go one at a time and MUST use the pass.

ENTERING THE CLASSROOM

Always check the table by the door.

Handouts will be sitting on the table.

You are to pick one up as you enter and then quietly make your way to your seat.

If a handout is more than one page, I will pass around a stapler.

Wait for the stapler to come to you, do not get out of your seat!

HEADING PAPERS AND WHERE TO TURN THINGS IN

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7th Period English

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Title

Writing...

TURNING THINGS IN

There is a basket designated to each class where you are to turn in your work.

The baskets are located on the table by the doorway.

Find the basket that matches your class period and turn in all work there.

All work is due at the beginning of class on the due date.

NO NAME PAPERS

If you think you turned in an assignment but have not received credit for it on SIS you'll need to check the no name basket.

This basket is located on the table in the back of the room next to the turn in baskets. It is labeled "No Name"

Check this basket before coming and talking to me!