



Non-Instructional Procedures

What do I do when...

...I enter the classroom? You have until the tardy bell rings to...

1. Take out needed supplies from your book bag (notes, homework, pen, etc.).
2. Sharpen pencils, find a pencil/pen and open notebook.
3. Start on bell work or other opening assignment.

...I am tardy?

1. Knock on the door quietly and wait for someone to open it (door will be locked).
2. Hand me your pass (if you do not have a pass, you must go to the attendance office and get one).
3. Quietly head to your seat.

...I have a question or comment?

1. Raise your hand (not your voice) and wait for me to call on you.

...I need to leave the room?

1. Raise your hand (not your voice) and wait for me to come to you. If you feel like you are going to be sick, leave the classroom immediately.
2. If you are in need of a restroom break, refer to the Restroom Policy section in the Classroom Management and Discipline Plan.

...I need to throw something away?

1. This should be done at the end of class.
2. Desks, tables, floors and computers are not trashcans.
3. Trashcans are located in three locations throughout the room.

...I have been absent?

1. See "Missing Assignments" section in the Classroom Management and Discipline Plan.
2. Assignments can be made up before/after school by appointment only.

...Class is over?

1. Class is not over until I say it is over. The bell is a reminder for teachers to dismiss you.
2. You should continue working until I tell you to finish.
3. **DO NOT** go stand at the door and wait on the bell to ring. Utilize your time until the last second.