**PROCEDURES for Mrs. Dean’s Classroom**

* **Give Me the Falcon Five:** The quiet signal in this class and school is “Give Me the Falcon Five.” You will **see me** hold up my hand signaling for your undivided attention. The five fingers are to remind you of the five things you should do when you see the signal: 1. Look at the speaker   2. Free your hands    3. Become silent   4. Hold still   5. Listen
* **Entering the classroom:**  Use the first **three** minutes of class to quietly: 1) Put necessary materials at your desk 2) Sharpen pencils, throw away trash, get absent work, and turn in work if needed. 3) Find your seat 4) Read announcements on the SmartBoard and follow the directions posted. \***This entire process should be quiet to ensure a smooth start to class. It is expected that 3 minutes after class starts everyone is seated, silent, and ready for class to begin.**
* **If you wish to speak:** ALWAYS raise your hand and wait to be called on before you ask a question, make a comment, or contribute to a class discussion. Please respect your classmates and teacher by raising your hand so you do not interrupt them or talk while they are talking.
* **Turning in assignments:** Please turn ALL assignments into the basket by the counters.  The assignment MUST be turned into the basket in order to be graded. If you are turning in make-up work or late work it goes in the same basket. **Please do not hand papers to me or put them on my desk.** Homework assignments are due when class begins, homework that is not turned into the basket within the first three minutes of class is considered late.
* **Late Work:** Turing in assignments on time is an aspect of being responsible. It is your responsibility to complete and remember to turn in assignments on time. Failing to do so will result in a MIR as it shows you are not being responsible.
* **Restroom Signal:** If you need to go the restroom during class, raise your hand with your first two fingers in air to signal to me that you need to go to the restroom. You should only do this in case of an emergency. If it is not an emergency, wait until a class restroom break.
* **Going to the restroom:** If you have been given permission to use the restroom, you MUST take restroom pass and sign out on the clipboard by the door. **You may only use the restroom during non-instructional time unless it is an emergency.**
* **If you need a pencil:** If you do not have a pencil for my class, you may do so during the first **three** minutes of class. Pencils will cost three talon tickets. To borrow a pencil have three tickets out and ready with your name on the back and politely ask me if you can purchase a pencil. It is expected that you come to class prepared every day, you should not have to purchase pencils frequently.
* **If you are absent:** **YOU are responsible** for getting any work you missed from the green basket labeled Missing or Absent Work. You should also check the class website anytime you miss class. Any work that you missed will be in your period’s file with your name on it. If you were absent the day an assignment is due, you are expected to turn it in the next day you are in school. If you are absent the day something is assigned, you will have one additional day for each day you were absent to turn in this assignment. You may refer to a classmate in order to obtain notes or clarification of an assignment. I will also be happy to help you with a makeup assignment if needed, but not during instructional time.
* **Heading your paper:** Most of your work will be completed in your interactive notebook. Any assignments that are turned in separately from your notebook MUST have your name legibly printed at the top or in the space provided. If I can’t find or read your name, you may not receive credit for that assignment.
* **Dismissing from the classroom:** I am the only person in the room with the authority to dismiss you from class. Please remain in your seats **without packing up** until I have verbally dismissed you. Sometimes I will dismiss individuals, groups of students, or the class as a whole. If needed, return borrowed pencils, turn in an assignment, or put up materials correctly before being dismissed.
* **Getting up during class:** You should use the first three minutes of class to get any necessary materials so you do not need to do so during instructional time. **If you need to get up during class, you must ask permission by raising your hand**. Otherwise, I will let you know when it’s okay to move around the room to get supplies, throw away trash, sharpen pencils, retrieve graded work, get a tissue/hand sanitizer, etc. Most of the time, this will be when I am not instructing and it does not disrupt class. **Please refrain from asking to move around the room while I am instructing.**
* **Going to and from lunch:** When I give you permission, you will line up outside the classroom door quietly in a single file line and wait to leave to go to lunch. You will travel in the hallway to lunch in a single file line silently. You will walk on the light tiles (not the darker tiles) keeping hands and feet off of the wall. When you get to the cafeteria, you will stay in line with the class to go through the lunch line. If you brought your lunch from home, you may go ahead and sit at our class’s table at this point. At the end of lunch I will dismiss the class. You need to clean up your area, throw away your trash and line up at the door. Two people will be assigned each day to clean up our area.

* **Food and Drink in class:** Snacks will be permitted in my classroom as long as we are not doing a special activity that requires all food to be put away (example: working on the computers). However, you are not to share or make a mess with your snacks or it will result in the loss of the privilege of having a snack during my class. The only beverage you are allowed to have in class is plain water, in a clear plastic sealable container.

If we are sure to follow these procedures, we will have a great year!

-Mrs. Dean

**I have read and understand Mrs. Dean’s class procedures. I will do my very best to follow them so class can run smoothly.**

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