

**Beginning of Class Routine**

* Enter the room before the bell
* Sit in your assigned seat
* Get out your materials for the day
* Start the Bell Ringer for the day
* Turn in assignments to the correct bin
* Pick up new assignments from the table
* Check your MAILBOX for any hand backs

**Late to Class**

* Sign in on the LATE FORM outside of door
* Do you have a pass?
  + Yes- enter class & hand to the teacher
  + No- go get a pass and return

**Leaving the classroom**

* Sign out on the classroom log
* Get your agenda or a pass signed
* Going to Bathroom – Take the B.R. PASS
* Going to Locker- Take the LOCKER PASS

**Participation**

* Raise your hand to ask and answer questions
* Don’t disrupt another student or the teacher
* If you are chosen and don’t know an answer you can ask to phone a friend
* Everyone reads! Try your best and we will help each other
* Popcorning can only go to someone who hasn’t yet read or answered a question

**Turning in assignments**

* Must include a full heading
  + Name: first & last
  + Date
  + Class Period
  + Unit #
* Turn into the bin on the table
* If the assignment is late: attach a late slip
* If you were absent attach: an absent slip

**Hand backs**

* Check your mailbox for any hand backs

**Incomplete H.W.**

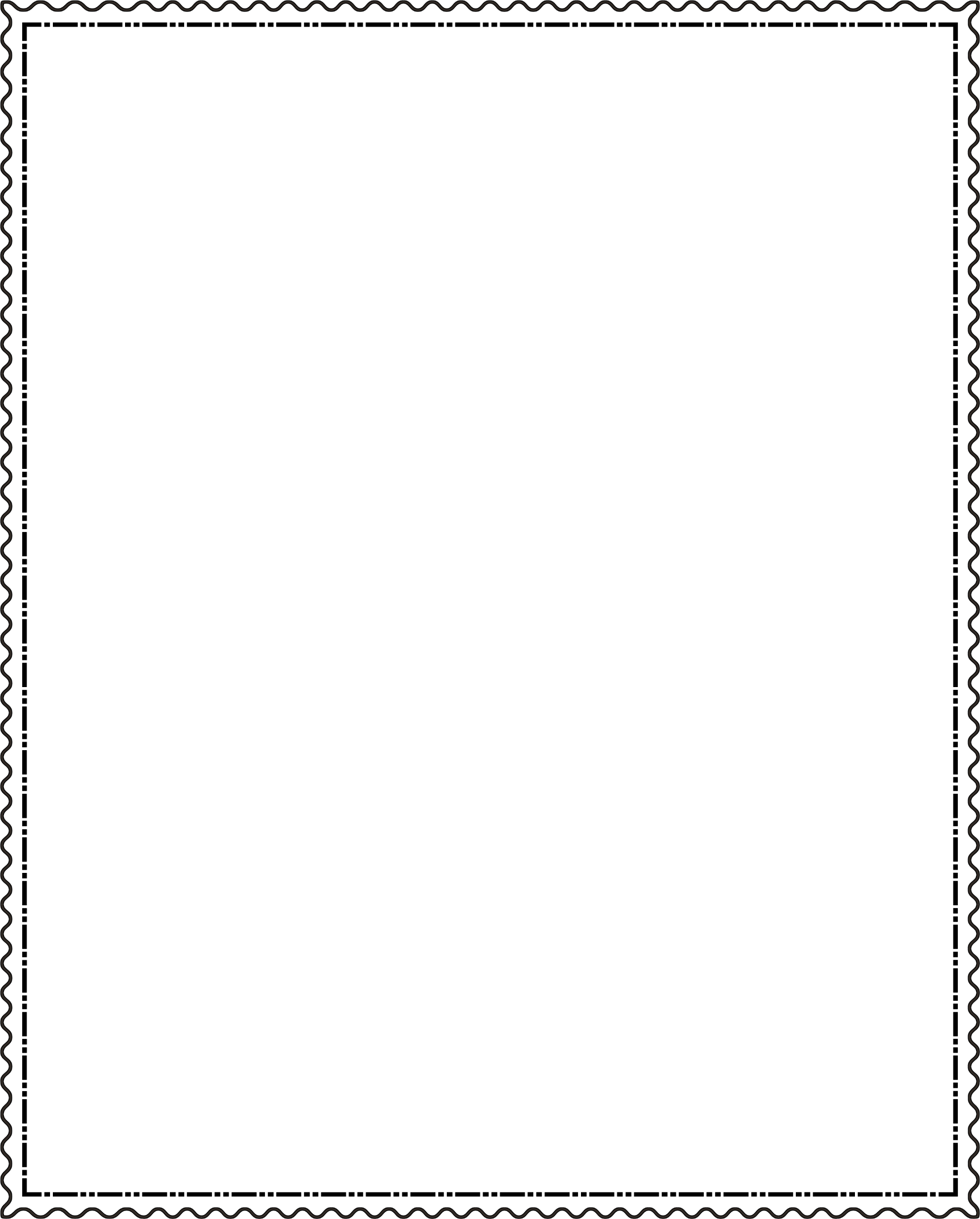
* Sign up on the Retraining Log located at the Filing Cabinet
* Plan to stay after with Mrs. Oliver that day
* If you can’t stay that day: make arrangements and get okayed to stay another day

**New Assignments**

* Check the table on the way in for any new papers to pick up

**Borrowing Materials**

* Sign out the material
* Don’t break or damage the borrowed material
* Return it when done using and erase your name



**Planner**

* Filling out your planner each day with your assignments
* Student Checker will stamp your planner once it is filled out
* Used to keep track of your passes from class

**When you finish early**

* Choose an activity from Mrs. Oliver’s Activity Options

**When I am out**

* Get your name card from your mailbox – return it at the end of class
* Check the Smart board for any directions
* Help the sub with any of our classroom procedures
* Complete all work and anything not done becomes H.W. unless otherwise instructed
* If you get into trouble, please fill out the student referral form and work on your apology letter

**If you get a PENALTY sign**

* You didn’t follow a procedure
* Stop the action that doesn’t follow the procedure
* See Mrs. Oliver at the end of class to return the sign
* Sign the RETRAINING BOOK at the end of class

**If you get an OFFICE VISIT sign**

* You didn’t follow a procedure
* Stop the action that doesn’t follow the procedure
* Take your belongings and head to the office
* Fill out a referral form and leave it in Mrs. Oliver’s mailbox in the office
* Plan to meet with Mrs. Oliver afterschool to discuss what happened during class

**Frequent Participation Rewards**

* Punches can be earned for any number of things so be on the lookout for opportunities to earn extra punches!
* Once a punch card is full, it can be redeemed for
  + a prize from the bin
  + a free H.W. assignment
  + +5 bonus points on a test or quiz