

Classroom Procedures & Information

1. How do we enter the classroom?

Enter the classroom quietly & sit down. Once you enter the class you stay in the class.

2. What do we do first?

The first five minutes of class students will do their bell ringers. There will be **no questions** during this time. Even if you don't understand the problem, just make an effort. It's important that we all respect this time. You may make corrections on your bell ringer once we review them.

3. Can I get up and move about the room?

You may move around the room with a purpose, such as grabbing a tissue or checking out a library book. Please respect our materials. Keep your hands & feet to yourself while moving.

4. When can I sharpen my pencil?

Sharpen your pencil when you first enter the classroom. If you need a pencil during class, you may borrow one from a friend or from the teachers.

5. Communication:

It is **your** responsibility to communicate to me if you are having trouble with any concepts or relationships. We are willing to help you in any way to be successful but you have to do your part.

6. Administration / counselor visits:

If you need to speak with an administrator or counselor, you will need to do it on your own time. We will email them for you to make an appointment and they will get back to you when it's convenient for them.

7. Bathroom & Water breaks:

You **MUST** have **your** student planner passes in order to get a bathroom/ water break. Please have your agenda out & open to the passes page ready for me to sign. If you are out of passes, don't ask to go unless there is an emergency. You must take your agenda with you - it's your pass. Don't waste class time.

8. Supplies & Materials:

Please come to class prepared. Students are required to have a binder containing their student planner, folders or dividers for each class, a SSRR book and writing materials. You may respectfully use any of our materials in the classroom. If you need ANYTHING at all (binders, folders, paper etc) please let me know and we will help you.

11. How do we exit the classroom?

We will dismiss students at the end of class NOT the bell. Please leave the class in the condition that you found it. Be helpful & courteous.

Let's have a great year!

Mr. Dworak and Mrs. Appenzeller