

## Classroom Procedures

### Career Explorations Class

Welcome to the investigating world of CEC! The goal of this course is to create a culture of high expectation and continuous improvement that provides middle school students with a foundation for success in high school, future studies, and careers. Students explore college and career planning within specific career cluster(s). The students research labor market information, learn job-seeking skills, and create documents required for employment. Students use self-knowledge to explore and set realistic goals. In order for us to do all of these things, we must work on a system. This system will be implemented the first day of school, and will continue up until the last day of school. Nothing will ease up, nothing will change, and nothing will be eliminated. To be a successful student in this class, there are several procedures that need to be followed by each student on a consistent basis.

#### ABSENCES

If you are absent, be sure to retrieve an admission slip from the attendance office. **Prior** to the beginning of class, place your attendance slip on my desk in the black basket by my desk. If you would like to keep your attendance slip, it is your responsibility to retrieve the admission slip from the basket **after** class has been dismissed.

#### Absent Work

Whenever you are absent, you will always miss work. The school policy explains the makeup work policy. If you are absent **and** the absence is **excused**, then you will have as many excused class days you missed to make up the missed work. Any work turned in after the allotted number of days will be counted as a zero. A class secretary will be assigned at the beginning of the year. The class secretary will receive a makeup work form to fill out, along with any handouts; he/she will staple all work together, write your name and date on it, and will place it in the makeup work folder located behind my desk. It is **your** responsibility to check with me to receive your work from the makeup work folder (**if and only if you have an excused admit slip**) **prior** to class beginning on your returned date. If you do not get the work, and something is due, then your grade will be a zero.

#### CLASS EXPECTATIONS

Our classroom rules, in addition to school rules are simple and few:

1. Arrive on time with appropriate materials.
2. Follow all classroom expectations and code of conduct.
3. No food and drink allowed are allowed in the class

4. Stay actively involved.
5. Leave all negativity outside of the classroom door.

In addition to your classroom rules, there are several classroom norms:

1. Be respectful of teachers, peers, **and** self at **all** times.
2. Keep hands, feet, objects, and inappropriate comments to yourself.
3. Be seated, ready to work by the time tardy bell rings.
4. Get permission to speak **and** be out of seat at **all** times.
5. Take responsibility for your actions.

These expectations and norms, in addition to school policies, will be observed and followed in this class.

### CLASSROOM SUPPLIES

In Career Explorations Class, it is pertinent that you understand the importance of organization. **Always** having your supplies is a **major** part of being organized.

Please be sure to have all supplies by the next class date if at all possible:

- 1 or 1 ½ inch binder with pockets
- wide ruled notebook paper (at least 100 sheets to **start** with)
- five dividers (grade sheets, writing prompts, word wall vocabulary, notes, graded work)
- one no. 2 pencil with eraser (to be used during scantron test **only**)
- blue or black ink pens (the **only** acceptable lead for turned in work)
- one “100” package of 3x5 index cards
- 8 oz. hand sanitizer
- one box of Kleenex
- one package of large multicolored construction paper (optional for extra credit)

### DISMISSAL

The classroom will be dismissed when the following stipulations have been met:

- a. the teacher has dismissed the class
- b. the classroom is neat and trash free
- c. everyone is quiet
- d. everyone is sitting
- e. the bell has rung

### ENTERING THE CLASSROOM

When you enter the classroom, your daily agenda will be posted on the dry erase board and/or projector screen. Instructions for expected computer usage for the day will be provided. In the event a student uses the computer outside of daily assigned usage, the proper sanctions will occur (AMS Discipline Steps). You are to take all necessary items out of your bag (pen, binder, homework or projects) and place all bags in designated area. You are to go to your assigned seat, copy down your daily agenda, and begin any warm up assignment that is posted. By the time the bell rings, you should be seated, quiet, and working.

### FIRE DRILLS

When there is a fire drill or actual fire, line up quickly **and** quietly in one single line at the door. An assigned student will lead the line (make sure class is 100 feet away from building and take head count) and another assigned student will be last to leave (after ensuring lights are turned off and door is locked). Leave **all** personal belongings in classroom (as it will be locked upon exiting). To exit the building, turn left and exit through the front entrance double-doors. We will walk to the designated spot in the parking lot where I will **immediately** take attendance. In the event, you are absent on my fire drill attendance sheet, or if you make your appearance lost by the time we return back to class, understand that the consequence is an automatic referral.

### GRADE SHEETS

In order to make your learning environment more interesting, some of you may participate in extracurricular activities. All of these activities require a weekly grade check. Please place all grade sheets in the “IN” bin on my desk. Alert me to its existence and I will fill it out and return it to the “OUT” bin where you can retrieve it **after** class dismissal.

I will have a classroom grade sheet for the class assignments as well. This grade sheet will function as a grade organizer for you. I will update the grade sheet once a week. Your grade sheet must be identical with mine to ensure that you have all assignments accounted for. If you make a zero on an assignment, write “0” in the grade slot. This way you can keep up with **all** grades.

### LEAVING THE CLASSROOM

There are several reasons why you may need to leave the classroom such as going to see the nurse, going to the office, or taking a restroom break. Whatever the reason, it is important that you gain permission by raising your hand and asking

permission **after** your hand is recognized by the teacher. You will then receive the hall pass. I do not allow anyone out of the classroom **until twenty minutes after the class has started**. No one is allowed to **leave twenty minutes before the class ends**. You are to leave the classroom **only** in emergencies. Only one person will be allowed out of the classroom at one time. You only have three bathroom passes per nine weeks. (If you do not use your bathroom passes, then you start fresh the next six weeks. Bathroom passes do not accumulate). In the event you are ill, there is no need to gain my permission to leave classroom. Just leave.

### BINDERS

Please bring your binder to class every day. There is no excuse for not having your binder. We will be actively using it each class period. I will randomly check your binder once in the duration of a nine weeks period for a grade.

### PROGRESS REPORTS

Progress reports will be available in skyward every three weeks period, during the nine week grading period. If you weren't keeping up with your grade sheet, and you were not aware of a missing assignment that you had and you received a zero, please understand that the zero remains. Any retakes can only receive the highest grade of 70

### QUESTIONS

If at any time you have a question, please indicate it by raising the appropriate colored card (red or yellow) and writing the specific question that you have down on provided sticky notes and place them in the parking lot pails. When I finish my sentence or explanation, you may then ask your question or I will read your question from the pail. **Never** keep a question of confusion or clarification to yourself. I am here to help you. Do not be ashamed to ask for help or clarification.

### TARDY

In the rare event that you are tardy, please sign your name and date on the tardy sheet log located at the front of the room. If you have an excused pass, signing in the tardy log is not necessary. Place your pass in my hand, have a seat, and begin working as soon as possible. The main idea to keep in mind is to be quiet. When you are tardy, you disturb the class. Do what you need to do as quietly and quickly as possible.

### TUTORIALS

In the event there was a concept you did not understand in class and you required extra one-on-one help, at the end of class, please raise the red card, and request a tutorial pass.

### VISITORS

Anytime there is a visitor in the classroom, you are to act as if the visitor is not there. You are **not** to talk to any visitors in the classroom **unless** permission is granted by the teacher or that visitor (administrator/teacher) addresses you.

### WALKING/TALKING IN THE CLASSROOM

Please do **not** get up to walk randomly around the classroom. Also, please do **not** open your mouth to talk at random times in the classroom. If the lesson requires walking or talking, then I will let you know. Then, and **only** then, should you walk and/or talk. Teaching and learning is difficult when disruptions are involved. Please make sure that you are never a disruption. In the event you are disruption, the proper sanctions will occur (AMS Discipline Steps).

### PROTECTING YOURSELF IN THE LAB

- **Do not run inside the computer lab.**
- **Keep bags and coats in the designated area, as they can cause people to trip if they are simply lying around the room.**
- **Try not to type continuously for extremely long periods.**
- **Look away from the screen once in a while to give your eyes a rest.**
- **Do not touch any exposed wires or sockets.**
- **Do not attempt to open any machines, and do not touch the backs of machines when they are switched on.**
- **Do not spill water or any other liquid on the machine, in order to maintain electrical safety**

### PROTECTING EQUIPMENT

- **Do not bring any food or drinks near the machine.**
- **Log-off/Turn off the machine you were using, when you are done using it.**
- **Do not download/access external devices without scanning them for computer viruses.**

- Try not to touch any of the circuit boards and power sockets when something is connected to them and switched on.
- Always maintain an extra copy of all your important data.

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Please cut along dotted line

I have read and understand all of the procedures for Ms. Crittendon classroom. I will comply with all rules and expectations while in CEC class time.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

I have read and understand all of the procedures for Ms. Crittendon classroom.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**This is to be kept in binder at all times.**