***Our Classroom Community Procedures, Norms and Expectations***

**Procedures**

**Entering the room** –I will greet you at the door. We are only using one entrance into my room, so watch your step. Enter quietly and politely; remove your hat if you're wearing one, don't interrupt other students as you are going to sanitize your hands. There are 4 hand sanitizing stations in the classroom. After you sanitize, please quietly go to your seat and wait for instruction. Smile, it is great to see you today. If for some reason I am not at the door, please head to sanitize, then to your seat quietly.

**Masks**- Everyone including myself will wear one in class. Masks are required at all times, covering over both your nose and mouth. Smile anyway!

**Leaving the classroom**- Tell me where you are going. You must always have a hall pass when leaving my room. You also must sign out on the clipboard near the door. No playing in the hallways or restrooms. Students aren’t allowed out of class without permission.

**Beginning of class**- You need to be ready to get to work when the bell rings. You should start on your warm-up work that I will put on the Smart Board without me having to tell you to. This is where and when I take attendance.

**Tardy**- “If you are early you’re on time, if you’re on time you’re late and if you’re late, well then we are going to have to talk about it after class”. You can thank my Dad for that quote. I follow the school’s rules on tardiness. The 1st tardy is a warning, the 2nd tardy is a detention and every tardy after the second one is detention. This all resets at the quarter. I will tell you when you have a job later in life, an appointment, a date or even a sporting event, you are going to want to show up early. If you do walk in late, please go quietly straight to your seat and look at the board for the assignment we are doing, or I will come to you directly to catch you up quietly. We will talk about your tardiness after class.

**Absences**- If you know ahead of time that you will miss school please let me know and I will guide you to what assignments you will do when you are gone from class. If you miss school and it is unexcused, on your first day back in class you will be directed to the nearest person that sits close to you that was not absent to be given an update on what you missed. If you have any questions involving instructions on assignments please see me.

**Class dismissal**- I dismiss you from class. Please do not pack up even two minutes before the bell rings. I will let you know when it is time. Pick up around you, put materials away and clean off your desk. Wait quietly until I am finished talking and I dismiss you with an emphatic HAVE A GREAT DAY!

**Discussions**- Please raise your hand before speaking if we are in a class wide discussion. Participation is encouraged and is also part of your grade. Please keep discussion questions relevant, and write them down and save them for later if your question is not relevant to the discussion. Please raise your hand before you ask for anything. Please raise your hand if you need my attention. If I don’t see you, you are more than welcome to get my attention, just do not blurt and raise your voice.

**Using class supplies**- Please leave things how and where you grabbed them from originally. This is important since you are not the only class that comes and uses this room. Clean up all supplies and put them back in their assigned places.

**Collaboration**- Also known as group work. This is a huge part of what we do in our classroom. It is also a real life scenario in this class. Throughout life you will work with all kinds of people from different walks of life. Move to your assigned group quickly and quietly. Greet the other members of your group, complete the group work doing your personal best. Make sure all group members names are on the assignment, and most importantly thank the others in your group before you separate. Keep your voice levels low so you don’t disturb other groups around you. In this age of social distancing, group work will be modified (more on this when we get to the group work, we will work on this procedure more.)

**Transitions**- This is where we go from one thing to another in class. It can be from our warm-up to discussion or assignment to assignment etc. I will always let you know how much time you will have to do an assignment. Transitions are important because we do not want to lose time in our classroom. I will always give you a two minute warning before I ask you to put your things away. After two minutes have passed I will transition you to put your stuff away and then will wait a minute and then ask you to refocus and then give you instructions to what we move on to next. We will practice transitions thoroughly, so we can move on to the next activity easily and smoothly.

**Help with assignments**- If you need help with directions, as your nearest classmate quietly. If you need help with the assignment, and it is an independent assignment, don’t ask your neighbor for answers, that’s cheating. Raise your hand and I will come and help you. If it is group work, it is ok to ask your group before asking me.

**Handing in finished class/homework/ Tests**- The majority of our assignments will be submitted through our Google Classroom. In the event I give you a paper assignment, make sure your name, period and date are on the top right hand corner of your assignment and pass it to the back of the classroom toward my desk to the last person near my desk. That person will put any in class paper assignments in the appropriate box on my desk. This also applies for quizzes and tests if they are done on paper.

**Unfinished/Incomplete/Late work**- Please do not hand in incomplete work. If you need help with understanding the assignment please come and see me. If I ask you to keep an unfinished assignment, make sure you put it in a safe place so you can finish it for homework. Any late assignments submitted are for 50% credit only.

**Bathroom**- Please do not ask to go to the bathroom while I am doing a whole class discussion/lecture unless it is an emergency. I prefer you take care of your bathroom needs before you come to class. If I say no, it is because there is a better time in class for you to go, If I nod, please leave the class quietly to go to the bathroom, do not waste time, return to class quickly. You must sign out when going to the bathroom. Take the bathroom pass with you before you go. Only one person at a time.

**Going to your locker/ Water**- You should make these visits before you get to my class. If you forget something, that is on you. It is my responsibility to make you a responsible human being that doesn’t forget to fill their water bottle before class or not come to class ready to work.

**Sharpening your pencil**- Raise your hand and ask to go sharpen your pencil. No lines at the sharpener. Only one at a time. If your pencil breaks during an assignment or while taking notes, raise your hand and I will get you a loaner pencil. A great time to sharpen your pencil is when you are dismissed from class, so you can be prepared for your next class.

**Classroom Helper**- I have jobs available for extra credit that help manage and maintain our classroom community, please see me for job details. This includes a designated classroom phone answerer. If I cannot get to the classroom phone, the designated answerer will answer the phone politely with a “Mr. Sevilla’s room, student speaking, how may I direct your call?”

**Getting a tissue**- You may get a tissue (s) from the designated area anytime. Do not abuse this privilege. Also sanitize your hands after every use. Discard the tissue in the trash can. Get back to your seat quietly and back to work promptly.

**Pledge**- Be respectful when doing the Pledge of Allegiance. If it is not your thing, you can come and talk to me about it and we can work on a solution to remain respectful.

**Visitors in the classroom**- When there is a visitor in the classroom, please be respectful and wait for me to greet them and introduce them to you. When we do have visitors in the classroom, they are more than likely observing you learn and observing me teach. Be ready to share what we are doing as a class and how we are doing it with the visitor. Always be respectful to any and all visitors in our class.

**Fire Drill**- Stop everything. Stand up and head for the door in a quick and orderly fashion. Do not run or push anybody, find your grade level peers. No side trips anywhere are allowed. Wait quietly, patiently and calmly until we are given the all clear signal. Walk back to class, enter the room quietly and get back to work.

**Signal for attention**- When I need your attention I will stand at the front of the classroom, raise my hand and wait for everyone to be quiet. I will begin speaking only when you are quiet. Please stop everything you are doing and put your eyes on me. Listening and paying attention is huge in our class. Please listen closely for directions. I will also use lights, music and an oral signal from time to time.

**Helping other students**- Don’t ever put another student down for asking for help. We are a cooperative classroom. If a student needs help with instructions or directions help them. If they need help with the assignment, point them towards me and I will help them.

**Organization**- Please come prepared to work with all materials ready to go first thing after you sit down at your desk. Take everything with you that does not belong in the classroom. This is not your personal locker space. Keep in mind other students come in before and after you. Be mindful and respectful of this.

**Free time**- If you finish an assignment with time left in class, start work on any other unfinished assignments that you have not finished for this class. Missing assignments can be done during this time as well. If you finish up with those assignments, I encourage you to bring a book in your backpack to read while everyone else around you finishes up their work. You can also use your Chromebook to work on assignments, study for a test or study your vocabulary.

**Following directions**- Listening and paying attention is huge in our class. Please follow directions the first time given. If you are not paying attention, you can look up at the board for the assignment. Please do not interrupt the class by asking out loud for what you missed. Quietly ask a neighbor.

**Scheduled leave**- If you know you are leaving class before it is over, please let me know ahead of time. Copy down assignments and gather any materials you may need. If it is an emergency and you have to leave quickly please get my attention.

**Chromebooks**- You are responsible for the condition of your device. You are also responsible for what you do on your device. These devices are to enhance your learning, please hold yourself accountable and responsible for what you do on the Chromebooks. Most of our assignments will be in Google Classroom, so please make sure your computer is charged every day, so you are ready to work.

**Cell Phones/ Headphones**- No cellphones in class. No headphones, buds, pods etc. in your ear at any time. Please put all devices away in your locker or backpack and make sure they are on silent.

**High Expectations**- You are only a couple of years away from adulthood. It is time to be accountable for your learning as well as any situations and behaviors that may arise during the school year. It is my responsibility as a teacher to teach you skills that will help you transition into adulthood, college, work and beyond. I take that responsibility seriously and to heart. I give you the same respect I want back. Together, we build a fun, respectful and safe place to learn. Please come to me if you have any concerns or questions. I encourage your parents to do the same.

**Norms**

Positive norms are better words for class rules. Norms provide a solid foundation to our classroom community and are built on mutual respect between student and student and teacher to student. Class norms are as follow:

**Be respectful**, work hard and be kind.

**Turn off all electronic devices.** Cell phones and headphones need to be in backpacks invisible for the class. You will not get a warning. They will be taken away and be given back to you at the end of the period. If the problem persists, then the phone/ headphones goes to the office and your parents will have to pick it up.

**No food or drink** except water. No exceptions.

**Arrive to class on time, be ready to learn and prepared to work**. Enter class quietly and head directly to your seat. You should be in your seat when the bell rings. You should immediately begin the work that is on the smart board. A great attitude makes a huge difference.

**Never line up at the door.** Stay in your seats until I dismiss you.

**Use polite and appropriate language**. There is zero room for racial, sexist or homophobic comments in our classroom.

**Do not cheat, copy or plagiarize work**. This is a fact of life. Do your own original work. Trust me, it is very rewarding calling something your very own. Learn how to cite your sources to avoid plagiarism. Cheating is unacceptable.

**Do your best work** and always hand it in on time.

 **Expectations**

Expectations are also important in the classroom and should be posted around the room and can be implemented as a social contract as well. The following are my expectations for the classroom:

**Respect yourself, the teacher and your classmates**. Show the respect you want shown back to you at all times. Respect others' property, including classroom supplies. Avoid writing on anything that does not belong to you. Please pick up after yourself.

**Put your best effort in at all times**. Always do your best, own work. Always value what you learn and turn in quality work instead of rushed work.

**Be prepared for class each day**. This is your job for the next 184 days. Be on time. Be ready to get to work.

**Listen and pay attention**. There is such a huge value in this class for something so simple. Follow directions the first time they are given. If you have a question please do not be afraid to ask for clarification.

**Participate and ask questions**. Do not be afraid to ask for help. I need to know how you are understanding what is being taught. Trust me, I’ll be asking a lot of questions too.

**Preserve a classroom community with a positive learning environment.** Student actions that disrupt learning will not be tolerated. Use your class time wisely. If this is an issue, I’ll ask your parents to drop in and see if we can work together to make it a non-issue.

**Take responsibility for your actions.** Do not blame others. It is ok to be at fault. We will work together to fix it, do not be afraid to own up to a mistake. We all make them. Be accountable for your learning. You get what you put in. All school rules will be enforced in our classroom.

**Procedures, Norms and Expectations** are taught and retaught until they are learned and become second nature for students. So be ready to grow.