**Mrs. Ellis’ Classroom Procedures**

Procedures are the predictable methods for performing tasks and conducting affairs. Some procedures, like applying for a job or turning on a car, are the practical steps to reach a desired goal. Other procedures, like eating a meal or going on a date, define our culture. We have procedures so that we can function efficiently and productively in society. Procedures are NOT rules; they do not have rewards or penalties-they are just the way things are done.

**Entering the classroom**

* Please enter the classroom without screaming, running, etc. You are in HIGH SCHOOL.
* Please turn off/silence your cell phone (if you need it for emergency purposes, talk to me before class) and place it in the appropriate area.
* Personal Items other than binder, textbook, calculator, pen/pencil are to be left under or by your desk.
* It is expected that as you enter, you first go to the counter and turn in any homework into the appropriate bin and pick up any handouts for the day
* Once seated, please look to the screen or whiteboard for the bell ringer activity. Also check for the day’s agenda.

**Entering the classroom (tardy)**

* If you are late, please make every effort not to disturb the class as you enter. Please hand me your late pass and follow the procedure for entering the room.
* If you must speak to me, please prepare for class, take your seat and then get my attention by raising your hand.

**Turning in Assignments**

* There is a basket tray at the side of the classroom to put homework assignments. Work due at the start of class should be in the basket before the bell rings.

**Bell work**

* The bell does not begin class. I do not begin class. YOU begin class.
* Each day, you will have an assignment posted on the whiteboard or screen, to be started no later than when the bell rings.

**Leaving the Classroom (Bathroom)**

* If you plan to leave class early, please inform me before class starts
* You may ask permission to leave the classroom during class to use the restroom or get a drink of water. However, use your bathroom passes wisely. You will get 6 per semester, and that is it. If you have other medical problems, please see me privately. At the end of the semester, each pass you have will result in 2 points each on the last chapter test (not final). You can receive up to 10 points extra, A FULL LETTER GRADE!
* Please do not leave class while we are taking notes, unless it is an emergency. It will just cause you to get behind. Wait until we start class work or a lab.

**Ending the Class (Dismissal)**

* The bell does not dismiss class. I dismiss class.
* Usually, I will end class approximately 5 minutes before the bell, so everyone can do a ticket out the door or clicker question.
* Please collect your personal items as you leave
* If class is dismissed prior to the bell, you may gather your things at wait at your seat. Do not congregate at the door.