

Classroom Procedures for English II: Mr. Hoskins

Entering the Classroom

Upon entering, go directly to your seat unless you are getting make-up work from the make-up work folder or sharpening your pencil. If you need to use the restroom, you must be back by the time class begins, or you will be counted tardy. Begin working on your bellringer immediately.

Bellringers

Each day you will have a bellringer. The bellringer will always be projected on the board. Each bellringer will count 10 points. Unless given permission, bellringers should be completed silently and by yourself. When you complete your bellringer, wait for further instructions.

Starting the Day's Lesson

After completing and reviewing the bellringer, I will begin the day's lesson. I will preview the day's objectives and clear targets. Students will remain silent unless called upon. Beginning of class activities may include previewing the day's lesson, reviewing yesterday's lesson, or building knowledge for new material.

Working on Assignments in Class

I will give you explicit instructions on the expectations when completing assignments using the C.H.A.M.P.S. method:

- C=Conversation [Can you talk to each other during the assignment?]
- H=Help [How do students get the teacher's attention and their questions answered?]
- A=Activity [What is the task/objective? What is the end product?]
- M=Movement [Can students move about during this activity?]
- P=Participation [How do students show they are fully participating? What does work behavior look/sound like?]
- S=Success [When students meet CHAMPS expectations, they will be successful!]

You will know exactly what is expected of you for every assignment. Failure to follow the expectations will result in discipline.

Tardy

If you are tardy, you must sign in before you are permitted to enter the classroom. Write your name and time on the sign in sheet. The school policy is that after three unexcused tardies, you will receive a discipline referral. After two tardies, I will contact a parent or guardian to discuss the issue.

Make-Up Work

When you are absent, you have the number of days absent plus one day to make up the work. You are responsible for getting your make-up work. The make-up work binder is located on the flat file in the back of the room. Open the binder, look under the letter that corresponds with your last name, and pick up any papers with your name. Also, always check in Savvas for any missed assignments.

Incomplete/Missing Assignments

Students who do not complete or turn in an assignment on time will complete an Incomplete/Missing Assignment Contract. You may then turn in the assignment late with a 10% deduction for the final score. If you do not turn in your assignment by the new due date, I will require you to complete the assignment during CCRP time.

Leaving the Classroom

You are expected to remain in the classroom for the entire instructional period. We will use the e-pass system. You must use your computer, not an app on your phone. Only one student may be out of the classroom at once. You may only leave the classroom after the 1st 10 minutes and before the last 10 minutes. You are limited to five minutes out of the classroom. You are required to sign in and out.

Signaling for Your Attention

When you are working independently and in groups, there will be times when I need to say something to the entire class. I will use a set of chimes to get your attention. When you hear the three notes, stop what you are doing and give me your full attention.

Using Your Computer

You will use your computer every day you are in class. Bring your computer every day. It should be charged and ready for use. You may use your computer only when allowed and for educational purposes only. When you are not working on the computer, close the lid all the way. Earbuds should be used only when viewing or listening to something on the computer. They must be put away otherwise. Not being able to follow procedures will result in your computer being taken away for the class period.

Using the Class Library

You may check out books from the class library, but you must let me know which one you'd like to borrow. You may borrow only one book a time due to the limited number of books available. You may check out the book for a period of two weeks.

Working with Others

The class will incorporate group work. At times, you will be able to choose your own group, and at other times, you will be assigned a group. Each group member will be assigned a task that contributes to the whole. You will be assigned a grade based on your individual contribution. If you cannot work well with others, this will be reflected in your final assessment.

Sharpening Your Pencil

You should sharpen pencils before class begins. It's a good idea to have at least two sharpened pencils. You may not get out of your seat to sharpen your pencil while I am talking or a class discussion is happening. This is disruptive. If your pencil breaks or needs sharpening during class, you must wait until I give you permission. NEVER interrupt class to sharpen your pencil.

Finishing Assignment Early

I appreciate students who work diligently and finish assignments early. Finishing early, however, does not mean that you can do whatever you want. You should bring your outside book to class every day just for this purpose. If you don't have a book, you can borrow one from the class library. I expect you to read your book whenever you finish assignments early. An exception to this would be if you have assignments to complete for another class.

Participating in Class Discussions

Discussions are an important part of this class. In order to be an active participant, you should do the following:

- Be prepared for the discussion before coming to class.
- Focus on the speaker, whether it's the teacher or another student.
- Do not interrupt the speaker. Raise your hand if you want to add to the discussion.
- Use respectful words.
- I will call on students who don't participate voluntarily.

Class Disruptions

Any time the class is disrupted by a visitor (administration, another teacher, another student), you are to remain on task.

Answering the Class Phone

No one may answer the phone for me unless I give permission.

End of Period Dismissal

In this period, we work bell to bell. Every day you will have an end-of-class activity. You are not to begin packing up until I instruct you to. You are not to line up at the door. You are to be in your assigned seats. Listen for me to say, "You're dismissed." Failure to follow these procedures will result in being dismissed late.