



CLASSROOM PROCEDURES

Congratulations on choosing a challenging academic program for your high school curriculum. In order for your class to run smoothly, specific procedures are necessary. Monarch Knights are students of high character and thus, will adhere to the following requests with little to no difficulty, including when a substitute teacher is present in my classroom.

- ◆ Be in your classroom **prior** to the tardy bell ringing. This will avoid the hassles of detentions and tardy consequences.
- ◆ In the unlikely event a detention is placed on your desk, you will kindly complete the **date** in which you will serve the detention (within 48 hours), the **reason** you received the detention, the **phone number where your parent can be reached between 7 a.m. and 4 p.m.** and your **personal information** including student number. Then, place the detention on my desk to be signed and returned to you. At that time I am happy to discuss the consequence with you if desired.
- ◆ Lessons will begin promptly each day as I value your educational time. Please **look at the board daily for instructions on how each class is to begin.** You are expected to begin work as soon as the tardy bell rings. Thanks.
- ◆ I will answer questions from **absent students** during the first 5 minutes of class or before school when I am in the room from 7:15 on unless I have a meeting.
- ◆ **Vacant seats check roll call** each day, so please take your assigned seat each day prior to the tardy bell ringing. **If you come late to class, give me the pass** rather than or put it on my desk on my computer. This will avoid parents being called due to attendance errors.
- ◆ **You need a pass each and every time you leave this classroom.** Always ask for and **RETURN the pass.** Passes will not be issued in the first 10 minutes or the last 15 minutes of class as per school rules. Students will not be issued restroom passes excessively, as this becomes a class interruption. If you have a medical need on file, please let me know so privately we can make special arrangements for this need.
- ◆ A class period is 50 minutes long. Teaching/learning will **continue for that entire period.** When the bell rings you will be **dismissed by the teacher** (not the bell). **I know you will maintain the decorum of a student Knight during the entire period.** Inappropriate classroom behavior will not be tolerated, as it is disrespectful and disruptive to the learning environment. Let's learn so we can advocate for health and safety.
- ◆ I will always remind you to turn off all electronics once the tardy bell rings. This avoids me having to take a cell phone or iPods and such away from you during class time. In the event I do take them you can get them after school from security officers. This is the school policy. If you refuse to give it up, I will call security and have you removed for defiance.

Welcome and I hope you have a remarkable year.