Mrs. Hitch’s Classroom Procedures



Folder/Notebook/Binder

You will have a pocket folder that should be with you each day to keep your “warm ups,” graded papers, and any extra work in. Your folder should always be organized. You will also have a composition notebook that will be kept in the classroom with your name on it. You will use this on a weekly basis, so make sure you keep it neat and put it back each day when given directions. You should have a binder that will be used for other classes. Feel free to make tabs for ELA if you would like to store your papers this way.

Chromebook:

You are to take good care of your Chromebook each and every day. Your Chromebook should be fully charged each day you come to school, and it should be kept in its case at all times. Chromebooks are for educational purposes; therefore, you should never be playing games or doing anything off-task while using it during class time. Throughout class time, I will instruct you to close your Chromebook, put it in courtesy-mode, or have it open, and you should follow directions as asked.

Beginning of Class:

Enter the classroom quietly and sit in the assigned seat I have given you. Have your materials ready and read the board for instructions. Each day we will read for the first 10-15 minutes of class. This will be independent reading of your choice! You will always be able to check out books from me from our classroom collection. Sometimes you will have a “warm up” to complete at the beginning of class that you will need to begin working on once you come in. “Warm Ups” are meant to be quick reviews and should take only a short period of time to complete and go over. “Warm ups” are also independent assignments, so you should be working independently unless I tell you otherwise.

Restroom/Visits to Office & Nurse:

You will have **2** passes per day to use for restroom breaks and trips to the office, nurse, etc. Use your passes wisely because you will only get two! If you need to use the restroom during class, put your agenda on your desk and raise your hand. Do NOT interrupt my teaching to ask to use the restroom. Your agenda will be used as your hall pass for all of these.

Cell Phones:

You will not be allowed to have your phones on or out during class. If I discover anyone on a device during class, your phone will be taken and turned into the office. Refer to the school-wide cell phone policy for more information.

Materials:

Every day you need to bring your folder, pencils, Chromebook, earbuds, and a book to read. Under your desk, you will have a white board and art box with important materials. I expect that you take proper care of these items each day. No items should be on the floor when you leave.

When I Need Your Attention/When You Need My Attention

We will come up with an “attention getter” that I will use to redirect the class when needed throughout the class period. Always raise your hand when you need to ask a question or have a comment to share. Do NOT try to get my attention when I am working with another student/group. Keep your hand raised, and I will help you as soon as possible. When I am talking, you should NOT be talking. During group presentations, you should always be respectful to your classmates by listening and not talking. Always raise your hand and ask if you need to get up during class for any reason.

End of Class:

I will always end the class period each day, not the students. Do NOT pack up your belongings until I give the class permission to do so. I will end class 2 minutes early each day so that you have time to write down any important information and pack up your materials. Do NOT get out of your seat until I have dismissed you. Make sure that your Chromebook is secured and zipped up before leaving.

If You Finish Your Work Early:

If you finish early, you need to do one of the following: read a book/magazine, study, do homework, or complete an activity that I give you. Most importantly, do not talk or disturb other students.

Turning in Work:

When you finish any assignments that are hand-written, you should place them in your class’s basket on the front shelf. For “wrap-up” activities/exit tickets, I will sometimes take those at the door as you leave. Many assignments will be turned in on Google Classroom. You should do this quietly. Your name should be on every assignment you turn in to me.

Grading Procedures:

**Tests:** We will take our major tests on both paper and computer.We will review for tests a few days before it is scheduled. During that time, you need to ask me any questions about material that you don’t understand or need help with. If you have questions during a test, you need to raise your hand to get my attention. I will provide a cover sheet if you want one. If you need to make up a test due to an absence, you need to schedule a make-up time with me. You must retake the test 5 days of returning to school.

**Essays/Projects:** When an essay or a project is assigned, I will give you a rubric for you to follow. These will count as major grades in the grade book.

**Quizzes**: You will have announced quizzes during the year. If you need to make-up a quiz due to an absence, you need to schedule a make-up time with me. You must take the quiz within 5 days of returning to school.

**Daily Grades/Homework:** This will include any daily classwork that you complete (includes activities, exit tickets, etc.). It will also include homework assignments that I assign. Homework assignments will be due at the beginning of class.

**Class Participation:** I expect all students to participate on a daily basis! This class will consist of daily group discussions and group work. If you do not cooperate and participate with your group, you will have points deducted from your daily grade.

**Group Work:**

Throughout the year, you will be expected to collaborate with your classmates on assignments/activities. While working in groups or with partners, you should be discussing only with those people. Noise level should never get too loud in which others can’t focus. I will create new seating charts randomly throughout the year. Seating chart tags are not to be written on or ripped off the desks at any time.

**Hallway Behavior:**

We will be traveling as a class to the media center, lunch, and other areas of the school during the year. While walking in the hallways both inside and outside, you should be in a straight line and not talking. This is a RESPECT thing; other classes will always be going on as we walk.

**\*I have read and understand all of Mrs. Hitch’s classroom procedures. I acknowledge all of the expectations they are required of me this school year.**

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**Student Signature Date**