

Mrs. Keehner's General Classroom Procedures

Clayton Ridge High School

1. **Entering the Room**—enter respectfully, move your attendance stick, use the hand sanitizer, quietly, get a book and stand, proceed to your seat, start up your computer and get to work on the assignment on the board.
2. **Work Time**—Work time from the first bell until teacher says to stop.
3. **Attention:** When teacher rings bell—freeze, turn to teach, be quiet, and listen. NEVER TALK OR MOVE ABOUT THE ROOM WHEN THE TEACHER IS TALKING.
4. **Talking**--You may talk in a low volume only to the people on each side of you during work time if it is class related.
5. **Moving about the room**--No movement around the room except by permission from the teacher with the exception of getting printed materials or unless otherwise directed during an activity.
6. **Headings on Papers**—hand write your name, class hour and project title in the top right corner of each sheet and place it into your class basket at the front of the room.
7. **Hand in work**—please staple all your papers together, put the correct heading on your paper and place it into your class basket at the front of the room. Papers not stabled together or properly marked will not be graded.
8. **Late work/absent work**—hand it in as soon as possible, properly marked, Mrs. Keehner keeps the lab open on Tuesday and Thursday nights until 5:00 if you request 24 hours in advance. I can stay other nights if you ask and it works for me.
9. **Tests**—will be taken in pencil, blue or black ink pens only (no other colors) they will be taken with the rest of the class—exceptions should be discussed with Mrs. Keehner prior to the hour you are to take the test—if you know you will be gone you must make it up in advance. If you are gone you will take the test the next day.
10. **Textbooks**—they must be covered and treated with respect. If you ruin it you buy it. NO WRITING AT ALL IN THE BOOKS!!!
11. **Keeping your class folder**—you are required to keep a folder of all the class handouts and notes. These will be collected at each test and will be used at the end of the semester. This folder will be kept in the room.
12. **Participating in class discussions**—students are encouraged to participate in discussion. During most discussions you do not need to raise you hand. You have to wait for the other person to stop talking.
13. **Answering questions**—students should raise your hand and you will directed to answer the questions.
14. **Working on Group/Individual Activities**—students should work cooperatively with individuals. Group work should be fairly quiet.
15. **Need a pencil?** —quietly get one from the tin at the side of the room and return it at the end of the period.
16. **If you are suddenly ill**—leave and don't worry about asking--I will send someone with you and get you help if needed.
17. **If the teacher is out of the room**—start the assignment or finish yesterday's assignment. Always remember to be quiet and act responsibly
18. **Computers**—should be closed when classroom discussion, activities and lectures are taking place OR when the teacher says so.
19. **ICHAT & Email**—should only be used with teacher permission in Mrs. K's room.

20. **When visitors are in the room**—be polite, say hello, ask if they need help, and make them feel welcome. Then get back to work

COMPUTER LAB PROCEDURES

1. **Entering the Room**—enter respectfully, move your attendance stick, use the hand sanitizer, quietly, get a book and stand, proceed to your seat, start up your computer and get to work on the assignment on the board.
2. **Printing:** Stay seated until your material is printing. You should quietly get your printed materials and not bother other students when walking about the room.
3. **When your computer doesn't work**—ask the teacher for help and you may have to move to an open computer for the day. Don't worry about lost work—it happens and we will work out the grading—I will be flexible.
4. **When you finish early**—you may work on homework, late work, extra credit work, you may go on the internet for school work, you may read or play around with another program you don't know—**games are not permitted**—unless given permission by the teacher.
5. **Questions/need help:** Ask the person on each side of you first, if they have the same question, you should signal the need for help by raising your hand.
6. **End of class**—make sure you save, close down the program, shut down the computer, clean up your workspace, push your chair in, put your book and stand away. Exit respectfully.

GENERAL SCHOOL PROCEDURES

1. **Dress code**--will be enforced and students should enter the classroom in appropriate attire or you will ask to change clothes immediately.
2. **Fire drill**—you are go out the door and turn left and down the steps into the lobby, proceed out the front doors and go to parking lot where I will take roll—everyone must stay together.
3. **Tornado drill**—take your book and proceed out the door and down to the lobby area and into the first open room. You are to sit with the book over your head.
4. **Lock down with warning**—shut the door, keep working, and stay in your room.
5. **Lock down with intruder**—follow the teacher's directions quietly and obey all commands for your safety.
6. **Locker passes** are not permitted by the office so don't ask.
7. **When a school wide announcement is being made:** freeze, turn to face the teacher, be quiet and listen intently. If directions are given follow them in a timely manner.
8. **Tardy**—go directly to the office for a pass or back to the teacher who made you late. No exceptions—tardy is not in your seat.
9. **Restroom**—You are not allowed in the hall during class except to the restroom in the case of an emergency. Go to the restroom between classes!
10. **When you are absent**—you must present the teacher with a make up slip at the beginning of class the next day —no exceptions—you will be given the make up work—all assignments are written down in the red book and must be made up outside of class.
11. **Going to lunch—You must be quiet!** --You will be released by the teacher and should go down the south stairs and through the downstairs hall.
12. **Computers must be closed when being moved and in their bag when they are moved outside of the room.**
13. Computers may be plugged in when in this room.