# Mrs. Aiken

Room # 604 Old Cafeteria

# Classroom Rules and Procedures

**I. Introduction**

A. Rules and procedures are fundamental in life. We follow rules and procedures in our daily lives for things such getting on and off a bus, crossing a street, and driving. There are also rules and procedures in this classroom. These rules and procedures ensure a positive atmosphere in the classroom. They contribute to a controlled and learning environment for everyone.

**II. Classroom Rules- Great Expectations for Success**

A. Classroom Rules are posted in the classroom. Let’s quickly review what each rule means.

1. Follow all the rules as outline in the student handbook.

2. Be Prompt: Be in your seat by the bell or designated time.

3. Be Prepared: Bring subject notebook and folder, paper, pencils, pen, erasers.

4. Be Polite: Respect others. Be kind in words and action.

5. Be Positive: Try to learn something from every situation. Bring your best attitude and effort every day.

6. Be productive: Stay actively engaged in all learning experiences individually, with a partner, or group.

**III. Consequences**

A. Everything we do in life has consequences. If you choose to run a red light, you must accept the consequences that brings (traffic ticket, taking someone’s life, crashing your car, etc.). Consequences are the things that happen to you when you choose not to obey a rule. This is what will happen if you choose to violate one of the classroom rules:

1. 1st time: Warning

2. 2nd time: Lunch Detention in my classroom

3. 3rd time: Contact parents and or send note home

4. 4th time: Office Referral

**IV. If You Are Absent**

A.It is your responsibility to make-up any assignments or tests in a timely manner when you return from an absence. Follow this procedure:

1. It is your responsibility to check the binder labeled “ABSEN WORK”.

2. You may get notes from a responsible classmate.

3. If you need to make-up a test you must make arrangements with the teacher during the last 5 minutes of class. Tests can only be made up during independent work or previous arrangements.

B. E-mail assignments

If you have access to the Internet at home you may e-mail me at: aikenv@gcsnc.com and ask for missing work. You can also e-mail work if possible.

**V. Turning in Assignments**

I will sometimes collect homework, group-work or individual work. You will turn these in only when the teacher asks for them. Make sure the assignment has your full name, period number and date. This should

be on the top margin of your paper. After I return work, student will have a folder labeled with your name. This is where you will put homework assignments, classwork, test, etc.

**VI. Restroom Policy**

A. Students will not be allowed out of the classroom for the first ten minutes and the last ten minutes of class. In order to control the amount of traffic during class students will not be allowed to leave the class during instructional time unless there is an extreme need. Make every effort to go to the restroom during class changes.

LET’S GO WHIRLIES!!!!!!!