

Procedures, Rules, and Expectations in Mr. Yu's Class

General

Food and Drink

- There will be no food or drink in the classroom except for special situations. This includes gum.
- I will take and throw away any open food or drink in my classroom.
- Failure to comply will result in an administrative referral.
- **Expectation:** Finish your food or drink before you get in my classroom.

Electronic Devices

- Covered in syllabus but reiterated here. This includes earbuds/headphones.
- Read BYOD policy
- If electronic device is out when not granted permission, I will take the phone and turn into the office for parent pick-up.
- **Expectation:** Don't use electronic devices except when I say you can.

Pencils

- You are going to use pencils every day in this class. Make sure you have one before entering the class room.
- If I do have spare pencils and I give you one, return it to me at the end of class. I will give you a pencil for your electronic device.
- **Expectation:** Do not expect me to provide pencils for you.

Garbage and Paper Recycling

- There are three receptacles in the classroom: Green, Blue, and Black
- The Green rectangular bin is for recyclable paper only
 - Food wrappers, tissues, plastic bottles, aluminum cans, and trash are not recyclable paper
- The Blue receptacle is for recyclable plastic and aluminum bottles.
- The Black one with plastic bag next to my desk is for trash.
- **Expectation:** You can tell what items belong in which container.

Heading for your papers

- In upper right hand corner make sure you have the following:
 - First name AND last name
 - Class period
 - Date
- For example:
 - Jung Yu
 - Period 4
 - 8/24/15
- **Expectation:** All work turned into me will have your name, period, and date on it.

Notebook:

- Students must maintain a three ring notebook throughout the course and it may be graded with periodic checkpoints for grades. Additional specifications will be provided at a later time, however, students are expected to keep and organize their notes, homework, quizzes, and test preparation material. Notebook checks will be counted in the classwork category for grading purposes.

Emergency alert

- Fire Alarm
 - Leave everything at your desk
 - Line up at the door in an orderly fashion and then follow the teacher to designated area in the parking lot where roll will be taken.
 - Remain in area until given permission to re-enter the building
- Lockdown
 - Stay in room
 - Code Yellow – Intruder is outside of the building
 - Work to continue as normal
 - External doors will be locked
 - Code Red – Intruder is inside the building
 - Move along to the walls and away from the door and windows
 - Wait until given a change in code status
- Severe weather
 - Line up against the walls
 - Hands on back of your heads
 - Be in a safety position such as head on knees
- **Expectation:** It is critical that you listen and follow instructions even if it is only a drill.

Start of Class

Entering the classroom

- Put your book bag in the designated area. To start, it will be the front of the class
- Get your materials and calculator and take them to your desk. Leave your phones in bag
- **Expectation:** You should only have material needed for class at your desk

Warm-up / Bell Work

- Look at board/screen for the warm-up / bell work
- Have your homework out for check and work on the warm-up
- **Expectation:** You should be seated at your desk when the bell rings and ready for class.

Homework

- While you are doing the warm-up, have your homework out to be graded.
- I will go around and hand you a strip of paper with and circle 0, 50, or 100.
- Put your full name and the date on the strip and turn in to the homework container.
- I will use this to collect grades as well as occasionally draw for a prize.
- **Expectation:** Homework should be completed and ready for grading the next day.
- **Note:** Special Topics will generally have Math XL as their homework grade

Agenda / Schedule for the day

- Objectives / agenda / homework / key dates will be posted on the side board.

When you are tardy

- Give me your tardy pass and do opening activity. Do not just leave the pass on my desk.

When you are absent

- If you have missed a quiz/test, please work with me immediately to schedule make-up.
- Look on website (<http://math4yu.weebly.com>) for materials to complete notes. Otherwise copy notes from a classmate.
- **Expectation:** The student is responsible for determining what was missed when absent.

During Class

Asking a question/Responding to a question to class

- Raise your hand
- After being recognized, ask your question or respond to question.
 - Questions should be timely and relevant to the situation
 - For other questions, please write them down and I will ask for any questions at end of activity and you can ask if the question has not already been answered
- **Expectation:** the only time anyone should be talking when there is direct instruction is when I call on you.

Participating in class

- I look for all students to participate in class.
 - I am looking for each student to participate each day in class.
 - I ask you to give your best response even if it is not correct. I am not looking to embarrass anyone but I do need feedback to understand what you know and what you need help with
 - All students need to be respectful of others
 - Do not disrespect your classmates by talking when they are answering
 - Do not disrespect your students with poor treatment if they get an incorrect answer
 - Respect your teacher and any other adult in the classroom
 - Not being respectful can lead to administrative referral
- **Expectation:** I expect every student to participate and feel safe in doing so.

Group work

- While I will sometimes let you choose your partner or group, many of the times you will be assigned a partner or a group
- Do not ask to change partners or a group.
- If you have a problem working with someone in particular, please see me after class and we can discuss options for future pairings and group assignments.
- Be respectful of each other and ensure everyone participates
- **Expectation:** I expect you to be able to work with any student in the class for at least one assignment.

Talking in class

- There should be no talking in class except during group work or when I say it is ok.
- If I need you to stop talking and pay attention, you will see me raise my hand. At that point I want you to:
 - Be quiet
 - Raise your hand
 - Focus your attention on me
- It should not take more than 10 seconds for the room to quiet and for me to get your attention.
- **Expectation:** If I raise my hand, I expect the class to focus on me immediately.

Sharpening your pencil

- Check that your pencil is sharp before class begins and sharpen your pencil at that time.
- If you need to sharpen your pencil during class, find an appropriate time to do so.
- **Expectation:** Avoid sharpening pencil when I am teaching.

Leaving the classroom / restroom privileges

- Read the May I go to the bathroom poster.
 - No one is to leave the classroom during the first fifteen and last fifteen minutes of the period
 - No one is to go more than once a class period.
 - Do not ask when I am addressing the class.
- Electronic devices to remain in the classroom while you go to the restroom.
- Students are allowed four restroom passes for the quarter. This includes getting water.
 - Personalized restroom passes are found in three drawer tray on back shelf
 - When appropriate, just get your pass, fill out the date and time, and I will sign it.
 - Do not take side trips on the way to and from the restroom. I expect for you to go to use the front restrooms.
- Do not loiter in restroom or privileges will be taken away
- Note: If you are going to get sick and do not have time to ask permission and get pass, please grab the wastebasket and go straight to the bathroom. We will take care of it after the incident.

When visitors are in the room

- Treat visitors with respect
- If the visitor is part of class instruction, pay attention and be respectful
- If the visitor is simply observing, please behave normally and do not engage with the visitor unless directed to do so.

If the phone rings

- Please continue what you are doing quietly
- If it is during instructional time, sit in your seat quietly and wait until I am done

When teacher is out of the room

- Sit quietly
- Do classwork or homework if available

When you finish early

- Please remain seated and quiet until told otherwise
- This is especially relevant when people are taking quizzes or tests.
- You may begin homework, read or do something that is quiet. This does NOT include using electronic devices.

End of Class

End of period dismissal

- The bell does not dismiss students, I do
- Do not pack up in preparation for the bell until I tell you
- I will give you the last five minutes to pack up and talk if you give me your full attention during class.
- If there is an exit ticket that day, have it prepared to submit on your way out.
- Students will NOT line up at the door.
- All students must be seated in order for me to dismiss you. Students will be leaving class from their seats.