

## Mr. Simons' Student Procedures Manual

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### 1. Entering the classroom

1. Come in quietly, without pushing, shoving, causing a ruckus, or running. Failure to do this will result in your being asked to return to the door and reenter as expected. This is not a social time; that is reserved for lunch. If we start on time, then we can end on time!
2. If there is an assignment that you need to hand in, place it in the tray marked "Please Deposit Homework Here". In case the tray isn't there, keep the assignment and begin the day's bellwork.
3. Any handouts that you will need for class will be found in the tray marked "Please Take One". If the tray isn't there, you don't need to pick up anything; just begin the day's bellwork.
4. If you need to sharpen your pencil, do that quietly please. You do not need to ask for my permission to sharpen your pencil.
5. Go to your seat and get out your notebook, textbook, the writing instruments you will need for the class, and open your homework assignment pad. I will be looking for a parent's initials as I come around. Because the homework assignment pad counts as 5% of your daily grade, **failure to have it will result in a 50, no questions asked.**
6. Once seated, check the instructions for the day's bellwork and get started. At this time, correctly write down your homework assignment in your homework assignment pad. In many instances, I will also dictate to you the homework assignment, if one has been given. If there is no homework, you must put down "No homework." There is no excuse in my class for submitting the wrong assignment if you have been listening carefully!
7. Until I give you written notice personally, parents must initial your homework assignment pad for my class, and sign your homework assignment. This is for your protection.

### 2. Submitting homework assignments

1. When you enter class, there will be a tray marked "Please deposit homework here." Place your homework assignment in this tray neatly. Do not hand homework assignments to me directly. Use the homework tray. This procedure applies to late homework assignments.
2. All papers placed in the tray need to be facing the same way. The first person to place his/her homework in the tray determines the direction in which homework from the rest of the class is to be placed on top of it.
3. I will not come looking for your homework. It is your responsibility to hand in your homework on time! Please listen for the procedure I have for your class.
4. Your papers must have a smooth edge. I will not accept papers that are torn from your notebook or spiral binder, or that have a torn, non-straight edge. If you turn in a paper with a jagged edge, you will be required to do the assignment over, and a 50 will be issued as a grade, because you have submitted it late.
5. If your paper is not present when I prepare to grade them, you have earned a 50, no questions asked. If it is not handed in by the next class period, then it becomes a zero. This is the official ACS policy. Your homework grade represents a portion of your total grade and you will want to do well on all assignments.

### **3. Bellwork activity**

1. Read and follow the instructions carefully; it will tell you what I want you to do. Some bellwork activities will involve specific instructions for quiz or test preparation.
2. If you need help in completing the activity, you may talk quietly with your Support Group using your “Huddle” voice. A “Huddle” voice is defined as being heard only by your Support Group, not the entire class.
3. When I call the class to attention with “Give Me Five”, look at me with your shoulders turned toward me and await further instruction.

### **4. Coming to attention: “Give Me Five”**

1. I will raise my hand into the air. When you see this, you are expected to stop talking immediately and sit up in your seat.
2. Your eyes are to be on me. Turn with your shoulders and face me.
3. Please put down whatever is in your hand, and raise your fully extended arm in the air.
4. You should be able to do this in 10 seconds or less; this is only complete when all hands are up, no one is talking, and the entire class is quiet. I reserve the right to keep you for the appropriate amount of time lost at the end of class for failing to keep this procedure.
5. Listen carefully to what I will be saying.

### **5. General Class Manners**

1. Glorify God with your speech. Students will exhibit courtesy and respect toward all other students at all times. Hateful comments concerning race, gender, sexuality, political views, appearance, or the like will not be tolerated; this applies to serious as well as "joking" comments.
2. Keep your hands to yourself.
3. Stay in your seat. You are not allowed to walk around during class unless permission has been given by me to do so. Have everything you need ready before class begins.
4. Closable containers of water are the only liquids I permit in my class. Other than that, students may not eat or drink in the classroom. Gum is considered off-limits and will result in a detention. Hard candy may be eaten only at the beginning of class. After the start of class, candy must be put away completely, or I will confiscate it.
5. Students may not sleep or slouch in class. To prevent this, your eyes must be open at all times, and you must be sitting erect in your seat, with the feet of all four chair legs on the floor.
6. Nothing will go airborne in class at any time. This includes pens, paper, and other students.
7. The phrase "Shut Up" will not be permitted in my class. Those who choose to use this expression will be dealt with immediately.
8. Mumbling “under your breath” is disrespectful and will not be tolerated in my class.
9. Talking to yourself is distracting to others and me; don't do it!

### **6. End-of-period class dismissal**

1. You are to remain in your seat until I dismiss the class.
2. The clock does not dismiss the class; I do. The clock is a time keeper for me, not you.
3. You do not dismiss the class by getting up and leaving; I dismiss the class. Students who dismiss themselves will be called back to their seat, and will be the last to leave.
4. When you leave my class, your work area is to be clean, any trash on the floor is to be picked up, and any chairs at tables or are to be pushed forward, or desks are to be left in a neat row. I will not allow my classroom to be trashed, so it is crucial that you comply with this procedure to avoid keeping your classmates detained from the next period.
5. Even if you did not put the trash there, pick it up anyhow. Please have respect for God's property.
6. Do not pack up until I dismiss the class. If you do, you will be the last one to leave.
7. I will dismiss you, so you are to wait for me. Thank you for complying with this.

## **7. Asking and responding to questions; other requests**

1. If you wish to speak, please raise your arm with one index finger up.
2. Please wait for me to acknowledge you with a nod of my head, a gesture of my hand, or my calling out your name.
3. If you need to leave your seat, raise your arm with two fingers up.
4. If you need my help, please raise your arm with three fingers up.
5. You will get my attention by raising your hand. This procedure permits the class to work without annoying disturbances. Do not blurt out in class! If you blurt out, I will ignore you. Do not call my name; if you raise your arm with one index finger up, I will see you.
6. Please wait for permission from me to speak during the class period.

## **8. Participating in class discussions**

1. One person at a time is to be talking!
2. If you wish to speak, please raise your arm with one index finger up.
3. No putdowns of any other student in my class will be permitted. I deal with name calling by issuing a detention for "Respect." I also reserve the right to carry out other disciplinary actions as I deem necessary in this case.

## **9. Headings on papers**

1. A paper heading template for class will be provided; you will be expected to follow it!
2. You must write both your first and last name on your paper. Initials are not acceptable.
3. Write the date on your paper.
4. Write the class name and grade level on your paper. (examples: Math 6, History 8)
5. Write the name of the assignment on your paper.
6. Keep the template in your notebook at all times. For each assignment where you do not follow the template, you will be required to redo the assignment, Furthermore I reserve the right to count your paper as late with a grade of 50 being issued.

## **10. Working cooperatively**

1. I assign Support Teams via a seating chart. You are to remain with your Support Team in your area until I instruct you to change teams.
2. Whatever job your Support Team has, do your job, and help each other. You are responsible for your own work and behavior.
3. If you have a question, please ask a Support Buddy for help.
4. If you and your Support Buddy cannot figure it out, present the question to your Support Team. You must be willing to help any Support Buddy who asks for help.
5. If your Support Team cannot figure it out, everyone on the Support Team must agree on the specific wording for presenting the question to me. You may ask for help from the teacher only when the group has reached consensus on the specific wording of the question.
6. One person from the team will raise his/her arm with one index finger up; at that point I will know that it is a serious question.

## **11. Keeping your notebook**

1. You must have your notebook with you for every class.
2. I will be collecting notebooks every two weeks. Your notebook grade represents a portion of your total grade, and making a good grade is easy.
3. Your notebook must have tab dividers for the sections that I specify in class. Because each class is different, please listen carefully to what will be required.
4. All papers that I return to you are to be placed in your notebook, with the most recent page in front of or on top of that particular section. Time will be scheduled for this.
5. Your notebook must be able to hold all your papers. Do not tear papers from your notebook in such a way that they cannot stay in your binder.
6. You may dispose of papers each nine weeks, or as I give permission. Please dispose of these at home, not at the school. **You may not dispose of this procedures manual. It must be available for your reference all year.**