

# **MRS M'S MAYHEM Management**

## **AKA CLASSROOM PROCEDURES**

Procedures are a part of life. We follow procedures for boarding an airplane, approaching a traffic light, and attending a sporting event. The reason we have procedures is so that people can function in society knowing the acceptable and efficient ways other people do things. These procedures help establish the culture of our country and help keep things moving.

There are procedures to use in school as well. In this classroom we have procedures which will help establish our classroom culture. Please review and use the following procedures to help our class time be as productive and efficient as possible.

### **Class Start Time:**

1. Visit with friends until the warning bell (one minute before class).
2. The warning bell is a signal to return to your own seat, take out your materials, and begin your warm-up.
3. Always enter the room quietly to be kind to those who may be working.

### **If you are tardy:**

1. You are considered *TARDY* if you are entering the room for the first time after the bell has rung.
2. If you have been given a pass by another teacher/staff member, give it to the teacher, *WITHOUT* interrupting the activity at hand. Your tardy is *EXCUSED ONLY WITH A PASS*. Take your seat quickly without disrupting others.
3. If you *DO NOT HAVE A PASS*, go directly to your seat. The tardy is *UNEXCUSED and will count toward your accumulated total*.
4. Repeated tardiness is disrespectful and disruptive to the learning environment. Therefore, unexcused tardiness will incur the following penalties:
  - 1<sup>st</sup>—warning
  - 2<sup>nd</sup>—assigned a partner to walk with in the hall
  - 3<sup>rd</sup>—office referral

### **Opening Activity: Warm Up**

You will be given **5 minutes** after the “bell rings” to **QUIETLY finish the following items:**

- A). **ORGANIZE** your materials for the class period—remove your needed materials from your backpack
- B). Complete the **Warm Up** activity on the TV in your notebook. Make sure to date your warm-up. Draw a line between days in order to keep your notebook organized.

If you finish early, you may choose between the following:

1. Work on a Palette Problem
2. Work on a Daily Math Practice

### **Participating in class discussion:**

1. **Raise your hand** if you wish to contribute or have a question. Use courtesy (don't interrupt!) and good communication skills (listen carefully!).
2. **Always Ask a Question**-Chances are if you are wondering about something, someone else probably is, too! Double check-Is your question on topic? Is it helpful?

3. **Do not leave your seat or talk to someone else while the teacher or a classmate is speaking. This behavior is not respectful. It distracts others and is disruptive to the discussion!**

**If you need to use the restroom:**

1. If you need to use the restroom **BEFORE CLASS** go! Hallpassing time is your time to meet your own needs.
2. If you need to use the restroom **DURING CLASS**, you may use the hall pass. If the pass is not there, it is in use or not available, and you are not able to leave.
- 3.
4. **PERMISSION TO USE THE PASS IS ALWAYS GIVEN AT THE DISCRETION OF THE TEACHER.** If bathroom pass privileges are preventing you from being in class, other systems may be used to help you stay in class.

**Correcting assignments:**

1. Students are expected to turn in Math Reflections for grading. Math Reflections are scored out of 5 points, regardless of the number of questions.
2. All students are expected to correct their Math Reflections until they achieve understanding at a 4 or 5 level.
3. To correct your assignment, you must indicate the correction at the top of the paper and use a new color to show corrections. Answer all questions asked on your paper and fix any circled mistakes in the correction color.

**Turning in Math Reflections/anything:**

1. Verify that you have used the proper heading—***papers without a name will be recycled.***
2. Staple multiple papers together if needed.
3. Papers for your team will be collected by the Resourcer, and then placed in the appropriate tray.

**Attention signal:**

1. Please give the teacher your immediate attention when asked to do so.
2. During group work, you will hear a bell to get everyone's attention.
3. As soon as you hear the bell, stop all activity and turn toward the teacher. Wait for the next instruction.

**When absent:**

1. Check the **Absent Work File** for any notes or handouts you missed.
2. Check with the **Absent Manager** if there are no notes or handouts in the file.
3. Check with your **teacher** during the warm up to discuss make-up work deadlines.

**If you miss a Math Reflection or Test:**

1. Arrange a date to make up the Math Reflection or Test with your teacher.
2. Missing these items may mean you need to arrange to stay in for recess to make up them up.

**If you need extra help on classwork:**

1. Talk to me about staying in during recess, or coming before or after school. We can find time to sort it out together!
2. Math is a social subject, do homework with a friend to brush up on skills.
3. Take advantage of study hall during Student Life to get help from other students.

**Dismissal from class:**

1. Please do NOT pack up until instruction/class activities are concluded for the day. Dismissal may be delayed when class time has been wasted during the period.
2. Check your desk/work area for your belongings, and pick up any items on the floor which need to be disposed of.
3. Return classroom supplies to the team supply tub.
4. Each table will be dismissed by the Organizer when all members of the group are standing behind their pushed in chairs.
5. Dispose of garbage in the garbage can as you exit the room.

**Keeping organized:**

1. Join google classroom for your class. It will be kept updated, and contains good info and links to help you master math!
2. Use your student planner to record deadlines, assignments and practice schedules. Keep a monthly calendar to help keep track of “the big picture”.
3. *Do Mangahigh at home.* If you have trouble with a question, write it down and ask about it before the next class.
4. Exchange phone numbers with a “study partner” for each class. Studying with another student is very helpful for math courses!
5. Keep your notebook and folder in order from day one! It only takes a moment to place papers in their appropriate location.
6. ***Use your notebook and folder for math class only! Do not throw any papers or notes away unless instructed to do so!!!***
7. **Review** notes, worksheets, and chapter materials **DAILY**, so that studying for a test is a breeze.
8. If you fall behind or need extra help, the sooner you ask for extra help, the easier it will be to catch up!!
9. Double check that you have all your needed materials for school the next day organized in your backpack before you go to sleep. The next morning, just grab the backpack and go!