

Proper Heading

Your name:

Instructor:

Class info:

Date:

## **Mr. Gosney's List Of Procedures**

**Directions:** The following are a list of procedures that will be followed in this classroom.

1. One person speaks at a time
2. Before the bell rings:
  - Be seated
  - Computer out
  - Open agenda
3. Bring learning materials daily
  - Paper, pen, highlighter, and Chromebook
4. **Write the proper heading on every piece of paper you receive unless otherwise specified.** (Assignments with improper headings will not be accepted)
5. Use blue or black ink for written assignments
6. Typed assignments **MLA Format**
  - Times New Roman
  - 12pt font
  - Double Spaced
7. Take pride in your classroom keep it clean
8. Cell phones and electronic devices will be confiscated if out during class
9. The instructor releases students not the bell

10. No food or drink during class except for water. Gum is also not permitted.
11. Any student or adult visiting class will be treated with the highest level of respect
12. If entering the classroom late, be quick and do not disrupt the class in any way. (Be Mature)
13. Backpacks and bags may be stored under your desk
14. Bathroom once a week at the most.
15. Students are dismissed when everyone is seated, rows have been checked for straightness and cleanliness
16. Do not ask personal questions during group activities or class instruction
17. If late, off task, do not ask to use the bathroom / water

### **Words of Advice**

*“Basically I expect students to act professional. I look forward to the school year.”*

*Mr. Gosney*