World History/ American History II Classroom Procedures

**Starting class**

1. Once tardy bell rings students gather all materials in 1 minute 30 seconds.

2. Students will be in seat, with materials out, working based on board directions.

3. Students are using designated Voice Level to complete work.

**Ending class**

1. All materials collected and returned to designated locations.

2. All trash removed and desks returned to designated locations

3. Students will sit in assigned seats.

4. Teacher dismisses class, not the bell.

**Collecting papers**

1. Students should turn in work into the appropriate class tray on counter.

2. When passing out papers, take one and pass the remaining to your right.

**Restroom passes**

1. Students will have 6 passes per semester.

2. Students will use a “silent signal” of raising 1 finger to ask permission from teacher, bring syllabus to be signed, sign out on the classroom sign out sheet, take the hall pass, and return from destination sign back in and pick up syllabus from teacher.

3. Students will not be allowed to use the passes of other students.

4. No Syllabus, no pass. No lost passes will be replaced.

5. No student passes are given the first and last TEN minutes of class.

6. Appropriate times to ask permission to go to the restroom/office/water fountain/locker-When students are working independently or in groups.

**Make-up Work**

1. It is the students’ responsibility to collect work and they must obtain the work on the first day they are back in school.

2. All make up work will be labeled with the student’s name and placed in the “While you were Out” envelope according to what specific day the student was absent. (ie if student misses Thursday, they will look in the envelope labeled Thursday for the work)

3. Students will have 3 days to complete and return the assignments.

**Morning and Afternoon announcements**

1. Students will immediately become silent when announcements begin.

2. Students will be attentive to the speaker.

**Getting Students’ Attention**

1. When students hear the phrase “Give Me Five” the teacher will count up to five. When the teacher reaches #5, students will be silent and attentive.

***3* VOICE LEVELS:**

Red= Silence; no talking.

Yellow = Whisper

Green= Normal conversational voice

**Visitors and Phone calls**

1. Students will continue to work on their assignment and use the designated voice level when a visitor or phone call interrupts class or instruction.

**Computers**

1. Students may only use them with the teacher’s permission and they may only be used for class work.

2. When using the Internet, students are permitted to go to approved sites that are relevant to the unit of study.

Students may not download programs, screen savers, back ground wallpaper, create screen savers or check personal email accounts. Misuse of a school computer or the Internet may lead to students losing all computer privileges.

3. Students may not listen to music during any assignments.

**Student materials**

1. Students may borrow a pencil, pen, or paper if they occasionally do not have any. These items must be obtained at during the first 1 minute 30 seconds of class.

2. Students must exchange an item of value (collateral) to ensure the return of the pen or pencil borrowed.

**Classroom materials**

1. Students have materials that may be used in class and must return the materials to the designated area after use.

**Emergency procedures**

1. During drills/emergencies students will line up single file at the door, remain quiet and exit in a single file line once given permission to designated area.

2. Once in designated area, students will line up single file so that attendance can be taken and each student accounted for.

**Group Work**

Positive Interdependence

1. Students need each other in order to complete the group's task

* learn and make sure all other group members learn
* joint rewards (if all group members achieve the criteria, each will receive bonus points)
* shared resources (one paper for each group or each member receives part of the required information)
* assigned roles (summarizer, encourager of participation, elaborator, presenter, time keeper, scribe).

Face-to-Face Promotive Interaction

1. Students promote each other's learning by helping, sharing, and encouraging efforts to learn.

* explain, discuss, and teach what they know to classmates.
* knee-to-knee and talk through each aspect of the assignment.

Individual Accountability

1. Each student's performance is frequently assessed and the results are given to the group and the individual.

Interpersonal And Small Group Skills

1. Students use the following skills as purposefully and precisely as academic skills.

2. Collaborative skills include:

* leadership,
* decision-making,
* trust-building,
* communication,
* conflict- management skills.

Group Processing

1. Groups need specific time to discuss how well they are achieving their goals and maintaining effective working relationships among members. Students will complete peer evaluation forms measuring their performance for major group assignments and teacher will also monitor the groups and give feedback on how well the groups are working together to the groups and the class as a whole.

**Discussion**

1. Students must respect the speaker and not interrupt.

2. Students must not to yell out their thoughts.

3. Students must be understand that it is okay to disagree with ideas but not to attack the person sharing those ideas.

**Transitions in a lesson:**

1. There will be a 1 minute and 30 second transition period between activities. In this time students should gather necessary materials, group when necessary, and be seated ready to start the next assignment or task.

**Oral presentations:**

1. Students should not talk, get up, or work on other things during presentations.

2. Students should look at the speaker, ask appropriate questions once presentation is over when necessary, not laugh unless appropriate, and always applaud for each speaker at the end of the presentations.

**Taking a quiz or a test:**

1. Students will take tests/quizzes individually and will not use any additional resources unless prior approval is given by the teacher.

2. All test answer sheets will be turned in to the appropriate class tray.

3. After completion of the test/quiz students will pick up a magazine, book, or newspaper to read.

**Moving a class through hallway during class time:**

1. When leaving the classroom students will line up single file at the door. Using a RED voice level students will exit the classroom.

2. Students will walk in a line on the right side of the hallways 2nd block, using a RED voice level, hands at their and not touching walls or doors or each other disrupting other classes as we pass by.

**Moving a class through hallway switching classes:**

1. When leaving the classroom students will line up single file at the door. Using a RED voice level students will exit the classroom.

2. Students will walk in a line on the right side of the hallways 2nd block, using a RED voice level, hands at their and not touching walls or doors or each other and report to class.

**Moving a class through hallway for Lunch.**

1. When leaving the classroom students will line up single file at the door. Using a RED voice level students will exit the classroom.

2. Students will walk in a line on the right side of the hallways 2nd block, using a RED voice level, hands at their and not touching walls or doors or each other disrupting other classes as we pass by.

3. Students will sit at the tables and wait to be dismissed to line up for lunch.