I. Introduction
A. Rules and procedures are fundamental in life. We follow rules and procedures in our daily lives for things such as approaching a traffic light, starting a car and driving, and making a letter. There are also rules and procedures in this classroom. These rules and procedures ensure a positive atmosphere in the classroom. They contribute to a controlled and learning environment for everyone.

II. Procedures for Entering the Classroom
A. There is a specific way I want you to enter the classroom. I expect you to follow these procedures:
1. You are not to stand or wait around in the hallway.
2. Enter the classroom quietly without running or pushing.
3. Take your assigned seat
4. Copy the Bellwork assignment from the board in your notebook
5. Work quietly and by yourself
6. Wait for further instructions from the teacher

III. If You Are Late
A. You are late to class if you are not inside the classroom when the bell rings. If you are late to class you must:
1. Walk in quietly making as little noise as possible.
2. Sign-in at the Tardy Sheet. (Name, date, time) If you have a pass leave it in the folder.
3. Take your assigned seat.
4. Join the activity in progress. If you don’t know what the class is doing raise your hand until the teacher sees you.
5. Continue working (waiting) quietly until I get to your desk.
B. Consequences for Tardiness
   See Classroom Rules and Consequences.

IV. If You Are Absent
A. It is your responsibility to make-up any assignments or tests in a timely manner when you return from an absence. Follow this procedure:
1. Join the activity in progress. If you don’t know what to do, raise your hand and wait until I reach you.
2. During the last 5 minutes of class or during “privileged time” copy the missing activities and Bellwork. You may get this information from a responsible classmate.
3. If you need to make-up a test you must make arrangements with the teacher during the last 5 minutes of class. Tests can only be made up before school or during lunch and only if previous arrangements have been made.
B. E-mail assignments
   If you have access to the Internet at home you may e-mail me at: nievesm@ocps.net and ask for missing work. You can also e-mail work if possible. Class work and homework are posted on the website: http://teacher.ocps.net/miguel.nieves

V. Turning in Assignments
The teacher will sometimes collect homework, group-work or individual work. You will turn these in only when the teacher asks for them. Make sure the assignment has your full name, period number and date. This should be on the top margin of your paper.

VI. Extra Credit Assignments
Extra credit assignments will be listed in the class syllabus with the due dates. You will have a complete grading period (nine weeks) to work on extra credit. Anyone may turn in extra credit.

VII. Getting Your Attention
A. There may be times when I may need to get everyone’s undivided attention so that I may give directions,
explanations, answer group questions, etc. or if the noise level gets too loud. When I need everyone to stop talking and pay attention to me:
I will say “Class, your attention please” and raise my hand.

When you see me raise my hand you must:
1. Raise your hand and keep it up until I put down mine.
2. Stop talking and look at me.
3. Wait for me to speak.

This procedure should take us no more than 10 seconds.

VIII. Procedure for the End of Class and Class Dismissal
Right before the bell rings everyone should: be in assigned seat, be quiet, gather all their materials and wait for the teacher to dismiss the class.

IX. When We Have a Visitor
A. When we have someone come into our classroom who is not part of our class (teacher, administrator, student, parent) you are expected to follow the same classroom rules and procedures. You are expected to be polite to the visitor. Do not talk to the visitor unless he/she is talking to you directly. Continue working on your assignment as usual.
B. If the visitor needs to speak to me privately, I expect you to remain in your seat without talking until I finish speaking with the visitor.

X. When You Finish Early
A. If you finish all of your assigned work early you may a) read independently b) work on an assignment for another class c) write d) draw e) work on extra credit. DO NOT TALK OR DISTURB OTHERS.

XI. Restroom Policy
A. In order to control the amount of traffic leaving my classroom a maximum of 3 people may go to the restroom during any given period. You may go to the restroom only if:
   a) you have finished all of your assigned work
   b) the class is working on Individual Seatwork (no passes during Teacher or Guest Lecture)
   c) you have not abused this privilege in the past
B. If permission is given to go to the restroom you must provide your own planner and have the teacher sign it.

XII. Classroom Rules
A. Classroom Rules are posted in the classroom. Let’s quickly review what each rule means.
   1. Respect the teacher and classmates (You respect the teacher when you do what he says, don’t talk back, do not touch his property without permission, and follow all classroom rules and procedures. You respect your classmates when you follow classroom rules and procedures)
   2. Follow directions (This means that you do whatever the teacher tells you to do without complaining or arguing about it. Example: return books, go back to seat, copy from board, stop talking, etc.)
   3. Keep hands, feet, and objects to yourself (This means you do not throw things, kick things, push people, hit people, etc.)
   4. No swearing, teasing, or name calling (You do not use obscene or vulgar language in the classroom for any reason. You do not make fun of or tease another classmate because of his color, race, language, religion, etc.)
   5. Be in the classroom when the bell rings (This means I want you in your seat as soon as you come into my classroom and I want you to be on time.)
   6. Severe: No fighting, threats, or verbal abuse (It is extremely inappropriate for you to fight with another classmate, threaten anyone, or verbally abuse by insulting.)

XIII. Consequences
A. Everything we do in life has consequences. If you choose to run a red light, you must accept the consequences that come with it (traffic ticket, taking someone’s life, crashing your car, etc.). Consequences are the things that happen to you when you choose not to obey a rule. This is what will happen if you choose to violate one of the classroom rules:
1. 1st time: Warning (I will usually look at you to let you know and mark you on my tally sheet)
2. 2nd time: Detention (25 minutes & written assignment) (On Tuesdays before school)
3. 3rd time: Detention (50 minutes & written assignment) (On Tuesdays before school)
4. 4th time: Call parents (and/or send note home)
5. 5th time: Referral
6. Severe: Time out and steps 4+5

XIV. Tracking Your Behavior
A. In order to help you make responsible decisions. I will use a chart to track your behavior that looks something like this:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Mon.</th>
<th>Tue.</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Friday</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Saint</td>
<td>T</td>
<td></td>
<td>O</td>
<td></td>
<td></td>
<td>10 1T</td>
</tr>
<tr>
<td>Mark Meany</td>
<td>L</td>
<td>L,G</td>
<td>L</td>
<td>D</td>
<td>D,A</td>
<td>3L 2D 1G 1A</td>
</tr>
<tr>
<td>Shirley Allright</td>
<td>Y</td>
<td>T</td>
<td>O</td>
<td></td>
<td></td>
<td>1T 1O 1Y</td>
</tr>
</tbody>
</table>

Key to Violations
A-Arguing
B-Dress Code
D-Disruptive
F-Food or drink
G-Out of seat
I-Inappropriate Comment
L-Loitering
M-Making noises/sounds/tapping
N-Name Calling, Swearing, Teasing
O-Off task
P-Physical contact, throwing, hitting
R-Failure to follow directions
T-Talking
V-Vandalizing/Liter
W-MP3 or cell phone
Y-Tardy

Rule Violations – You start a clean slate every week. Consequences will be enforced only for the repeated violations committed during that week. If you reach the 4th step two weeks in a row you will be referred to administration automatically.


Rewards – I will recognize students who choose responsible behavior by offering them to select a reward from the Rewards poster if they have no marks next to their name for two consecutive weeks.
Possible rewards are: a) 5 bonus points on test or quiz b) excused from one individual assignment c) grab bag d) turn in assignment late for full credit or e) open book test

Go Patriots!