

## Classroom Procedures/Rules

### Room 206

1. When entering the classroom, please take your assigned seats, copy the information on the board into your notebook, and get out your homework. Be sure your laptop is on, the lid is closed, and wait for further instruction.
2. Before we begin class, please be sure to have all writing materials, such as textbook, paper, pencils, pens, etc. ready to use during class time. If materials are not brought to class, there is a one point deduction off of class participation grade.
3. Be on time. Enter room quietly and promptly. After the bell rings at the start of class, the door will shut and otherwise, you are late. After four tardies, a disciplinary referral is written and sent to the office on your behalf.
4. If you have a pass during our class period, please present it to me before class begins.
5. Respect all other people in the classroom. No talking when another person is speaking unless directed by teacher. Please raise your hand during discussions and for any questions you may have. \*\*If caught doing other teachers' homework, there is a one point deduction off of class participation grade.
6. Please use the lavatory as much as possible between classes. The preferred lavatory time is the beginning of class before the bell rings unless there are extreme emergencies.
7. Please utilize the pencil sharpener, garbage can, tissues, and other supplies before class begins or after it ends.
8. Please refrain from personal grooming during class time.
9. Pencil is preferred for a test, quiz, or exam.
10. Students are to sit in seats until dismissed by the teacher, at the end of the class period. At no time will students LINE UP at the doors or windows.
11. During class time, students' backpacks, bags, and/or purses are to be placed on the floor.
12. Cell phone and discipline procedures attached.
13. All procedures for classroom conduct as described in the Agenda book will be followed. Any behavior which impedes the educational process will not be tolerated.

## Cell Phone Procedure Room 206

1. Cell phones are to be silenced and/or turned off during class time unless the teacher advises students to use their phones according to Lower Dauphin's Acceptable Use PED (Personal Electronic Device) policy.
2. If teacher sees student(s) under the desk or in the backpack with the phone and/or hears the cell phone, the cell phone will be confiscated.
3. Any result of pulling out a cell phone during a test or quiz results in a "0" and a phone call home to parents along with contacting principals, counselor, etc.
4. Students are not advised to bring out their cell phones during any free time that may occur in the classroom such as finishing a test early or a class assignment, etc. ("Door to Door")
5. During the first violation of a student disobeying the cell phone procedure, the student will receive a warning and the parents/guardians will be contacted.
6. During the second violation, the student is sent to the office with a disciplinary referral along with a contact made to the parents/guardians.

## Discipline Procedure 206

1. Nonverbal cue to stop inappropriate behaviors/actions.
2. Verbal warning to stop inappropriate behaviors/actions.
3. If behavior continues, teacher will hold a one-on-one meeting with student in the hallway. At this time parent(s)/guardian(s) will be contacted.
4. If the behavior still continues, a disciplinary referral will be issued and the student will be sent to the office.