Mrs. Zamora

**Classroom Procedures 2016-2017**

1. **Entering the classroom**

**DO:**

-Enter the class a minute or so BEFORE the second bell rings

- Enter the classroom quietly

* Pick up handouts and/or materials from the counter
* Look up at the projector and/or whiteboard for where it says “DO NOW” so you know what the DO NOW is
* Begin working on the DO NOW by the second bell (at the second bell I will count down from 30 and then begin marking down students who haven’t started on time)
* Finish the DO NOW by the time the timer runs out OR if you are confused raise your hand and wait for help
* Help out other students if you are done early or quietly wait for everyone to finish

**DO NOT:**

- Enter the classroom loudly (I will ask you to step out and re-enter) if you enter loudly again I will mark off a point

* Sit down before you have checked what materials you need
* Keep talking after the second bell and forget to start your DO NOW (you will lose points after 30 seconds)

1. **DO NOWs**

**DO:**

-Put away anything that is not for the class you are in before starting your DO NOW (I should not see any work from other classes out)

-Give every DO NOW your best effort. Excellent effort will earn you a 6/5 (extra credit)

-Write full sentences and answer every question

-Ask questions by raising your hand if you are unclear on what to do

**DO NOT:**

- Write one or two words and then stop working (you will get a 1 or 2 out of 5 for this)

-Call out what confuses you

-Keep talking to classmates after the second bell (start working quietly)

1. **INM (Intro to New Material)**

**DO:**

-Become silent by the time Mrs. Zamora has counted down from 5 (anyone still talking will lose a point)

* Look up and follow along with the lesson
* Pay attention to everything Mrs. Zamora says and does
* Raise your hand when you have questions on the lesson
* Remain silent while Mrs. Zamora is talking unless she asks for the class to call out
* Raise your hand and answer questions Mrs. Zamora asks, be ready to answer any question when you are called on

**DO NOT:**

- Keep talking when Mrs. Zamora counts down and begins teaching

* Talk to those around you during a lesson
* Put your head down or stop following along with a lesson
* Call out when you are confused or frustrated
* Begin working on other work UNLESS Mrs. Zamora says you may do so

1. **Guided Practice**

**DO:**

-Pay close attention to what the assignment is (Mrs. Zamora will say exactly what he expects you and your group to do)

* Ask questions when Mrs. Zamora is done explaining so that you are clear on what to do
* Begin working right when Mrs. Zamora says “go” but not before
* Work hard to complete the work in time
* Help each other out, work as a team
* Raise your hand with questions and wait for help, do whatever work you can while you wait (for example, skip a tough problem)

**DO NOT:**   
-Start working before the assignment has been explained

* Talk about things that aren’t related to the assignment
* Stop working before the time is up (you need to use all of our class time to get full credit)
* Give up if it is hard (Mrs. Zamora and Mrs. Chavez are here to help)

1. **Independent Practice / Tests**

**DO:**

-Wait for all instructions and pay close attention before starting

* Ask any questions about the assignment before you begin
* Begin working when Mrs. Zamora says “begin” but not before
* Work SILENTLY
* Look only at your own work
* Work hard to complete the assignment in time
* Raise your hand if you have any questions

**DO NOT:**

**-**Talk at all to those around you (you will immediately be warned then lose a point)

* Look at other people’s work (especially if it’s a test, you could get an F for cheating)
* Call out questions (it should be silent time)