



Technology, Engineering and Design

Class Policies and Procedures

Management Plan Objectives

- To create and maintain a safe and optimum environment for instruction and learning.
- Establish operational consistency in the classroom.
- There should be no questions on how the class is structured and organized.
- **NO SURPRISES!!!!**

Definitions

- Class Policy
 - Rules that govern how people (teacher and students) behave in the classroom.
 - Policies have consequences.
 - Choosing to follow policy results in reward, choosing to break policy results in penalty.
- Class Procedure
 - The method we use in class to accomplish common necessary tasks.
 - Procedures have no penalties or rewards

Class Policies

- RESPECT
 - Follow directions the first time given, work hard, do your best, follow the class procedures.
- RIGOR
 - Treat people and their things the way you would like to be treated.
- READINESS
 - Be in your seat prepared to learn at the bell, bring all your materials, have a positive attitude.

Class Policy Consequences

- Penalties for choosing to break a policy.
 - Warning – Take a deep breath, touch the RTL sign, return to work
 - First offense (yellow card) – 30 minute detention (lunch or after school).
 - Second offense (orange card) – 1 hour detention, call home.
 - Third offense (red card) – 1 hour detention, student written up and sent to office, call home.
 - * Penalty steps can be skipped for severe disruptions
- Rewards for choosing to honor policies.
 - Based on compliance by the whole class.
 - Various special treats on Friday (TBD each week)

Class Procedures

Procedures are simply a method or process for getting things done efficiently in the classroom (i.e. traffic lights are used to ensure efficient use of roads). Allow us to focus on learning and not waste time.

1. Entering the classroom
 - Quietly walk into the room, get personal belongings situated and sit in your assigned seat.
 - Check the front board for class assignments.
 - Get out all necessary materials for today's activities.
 - Begin "Warm-up" assignment on your own.

Class Procedures

2. Working in Groups

- Teacher will assist in setting up groups.
- Group members will assign responsibilities for completing the task..
- Each student is responsible for their own work.
- Group members should work together to answer questions.
- If you are asked for help by a group member, you must help.
- The group may ask for help from the teacher only if all members agree on the question.

Class Procedures

3. Moving about the room.

- Students should remain in their seats when any person (student or teacher) is speaking to the class.
- During class work time, students may only leave their seat for normal classroom needs (getting a tissue, sharpening a pencil).

4. Coming to attention.

- The teacher will raise his hand when he needs to speak to the class.
- The class will stop, turn and face the teacher, pay attention and be ready to receive instruction.

Class Procedures

5. Class Transitions.

- The teacher will provide a 2 minute warning prior to transition.
- When I say, "change", I would like you to put away what you are currently working on.
- When I say, "refocus", you should begin work on the next activity.

6. End of period dismissal.

- The teacher will provide a 2 minute warning prior to the dismissal bell.
- Student should put away work, clean up area and sit quietly.
- Teacher will dismiss when class is orderly.

Class Procedures

7. Restroom Breaks.

- Students should take care of restroom needs prior to class.
- If this is not possible, student should raise their hand with three fingers up to indicate the need for a restroom break.
- Teacher will acknowledge the request with a nod before the student can leave.
- Only one person will be allowed to use the restroom at one time.
- Students will not be allowed to use the restroom while any person (student or teacher) is speaking to the whole class.

Class Procedures

8. Collecting papers in class

- Students will pass papers to the student to their immediate left.
- Each student will add their paper to the stack and pass it to the left.
- The last person in each row will hold the entire stack until the teacher picks them up.
- Teacher will pick up all the stacks from the last person in each row.

Class Procedures

9. Keeping your notebook.

- The beginning of your notebook should contain a "Table of Contents". This should be updated every time something is added to the notebook
- Each "Table of Contents" entry should include the title of the new information, the date it was added and the notebook page number.
- Inspiration Happens! Write EVERYTHING down! Date every entry.
- Have a witness that you trust sign your notebook entries that include original ideas.
- Include all class work in your notebook.