

Procedures
Social studies class

A. Entering classroom

*When you come into the classroom...

1. Find your **seat** immediately- Do not wander around the room.
2. You must be in your seat before the bell rings or you are **tardy**
3. The **seating chart** will be changed halfway through each quarter and at the beginning of each new quarter.

B. Ending bell

1. The bell does not **dismiss** you; I do.
2. Your group will only be allowed to go when the area around your desk is **clean** and free of trash and you are **seated quietly**.

C. Labeling papers

*You need to have your papers labeled in the following format:

1. First **and last name**
2. Teacher name
3. Class **period**
4. Date

D. Copying agenda

* You need to write down your **classwork** and your **homework** for every class each day, even if there is no homework.

E. Warm up

1. Write the **day** or **date** for each warm up
2. You need to respond to the question in **complete** sentences.
3. All warm ups go on **one sheet** of paper (You may write on the back of the paper)
4. They are turned in on **Fridays** for weekly points.
5. You must complete them when you are **absent** from class!

F. Turning in papers

* When you turn in papers, you will put them in 1 **neat pile** on your desk and we will have 1 student come around to collect them, paper clip them, and put them in the **turn in bin**.

G. No name folder

* If you do not put your name on your paper/ do not claim no name work, I put it in this folder located on the wall. If you don't retrieve it within 1 week, and turn it in with your name on it, I **throw it out**.

H. Classwork and Homework

1. Homework will be written on the power point every day; if there is none, it will say "No homework."

2. Turn in work **on time!**

3. Work will be accepted late, but you will get **50%** of total points earned.

4. All late work will be due on the **due dates** stated in your parent newsletter; after that, it will **not** be accepted.

I. Absences

1. Look **online** for your work if you are absent- usually posted by the end of the day.
2. When you return, check the **absent work folder** for the day you were gone for instructions on what to do. This is your responsibility.
3. If you are not sure how to do the assignment, ask a partner, or if still unclear, ask Mr. Kennedy.

J. **Website-** please utilize (example)