

# Classroom Procedures

Mrs. Yen

## 1. STARTING CLASS

- Get permission from the teacher to get into the classroom. Once come in, line up your desk and immediately sit down and work quietly.
- Place your backpack on the floor under your desk.
- Copy all assignments from the board into the assignment section of your planner.
- Clear your desk except for the supplies (notebook, pencil, and red pen) that you need to do the first two tasks- Bell work and homework correction.
- Immediately work on “**Bell Work**” problems (warm-up problems or warm-up quizzes). For warm-up problems, there are two forms: worksheets and Overhead problems. Worksheets: finish assigned problems. Overhead problems: copy down problems into your notebook first and then work in the notebook. You need to finish the bell work within the allowed time (usually 5 minutes). If you finish it early, you may start correcting your homework. The completion of bell work is counted toward your participation points. While you are working on Bell work, your homework will be checked and stamped.
- If no bell work is given, take out your homework and start homework correction immediately.

## 2. HOMEWORK PROCEDURES (See Handout for homework format)

- Do homework correction only with a *red* ink pen. It has two parts: checking answers (in class) and making corrections (at home). Checking answers: Check your answers first (write down the correct answer next to your wrong answer) with the keys on the overhead while I walk around checking your homework and bell work. Making corrections: Correct your mistakes (show correct steps) next to the incorrect problem or at the end of assignment.
- We will go over bell work problems and then may also work on a few difficult homework problems.
- Homework quizzes may be given without a prior notice. Tips to do well on the homework quiz: Write your homework in a more organized manner (with clear CMS heading, page and problem numbers), and do homework correction as instructed in the handout HOMEWORK STANDARDS FOR MATH.

## 3. INSTRUCTION PROCEDURES

- Follow the Standards of Conduct (Classroom Rules and Consequences) for math.
- Be an active learner by paying attention to the lesson for the new material or new skill.
- Take notes. Use Cornell Note format (see the sample on the wall).
- Work the class practice problems. They will help guide you through the new skill and allow you to be better prepared to do your homework.
- Ask questions if you need help.
- Actively participate in group activities.
- Keep papers and assignment records in your binder.

## 4. DISMISS PROCEDURES

- Bell ring does not dismiss you. *I* dismiss you.
- Please remain seated before you are dismissed by the teacher. Whole class detention might be given if some students break this rule.

## 5. MISCELLANIOUS PROCEDURES

- To be discussed in class.

\*\* Please keep this handout in your folder/binder for future reference.