

Ms. Lomac's Classroom Procedures

College or Career Ready: The following classroom procedures outline the behaviors and habits possessed by all successful individuals. Whether you are destined for a four year college, a board room, business, manufacturing plant, sports field, doctor's office, military unit, law firm, pizza parlor, grocery store, or wherever you see yourself, these classroom procedures model the behaviors and habits of highly successful people. You will notice the overarching themes of respect, preparedness, and timeliness.

ARRIVING TO CLASS: You are expected to arrive to class on time each day with a writing utensil (preferably a pencil with an eraser), your math folder (if you took it home), and your homework. The room is to be entered quietly. You may be asked to leave and to try again. Go to the class you're assigned to. If you arrive late, enter the room appropriately and take the most direct route to your seat. If you have a pass, leave it on the table by the door. If you arrive late without a pass, you will be assigned a detention.

IN BETWEEN ARRIVING TO CLASS & TAKING A SEAT: After you've entered the room successfully, following all of the expectations above, pick up your group's folders, the day's lesson, and any do now supplies. Remember, pick up your group's folders, the day's lesson, and any do now supplies, then sit down.

TAKING YOUR SEAT: Once you are armed with your weapons of math instruction – handouts, folder, supplies, and pencil with an eraser – you are ready to sit down. We will have assigned seats you will be expected to sit in. Always walk when making your way to your seat. Be respectful of furniture arrangement and show me you are ready to learn with your folder, supplies, handouts, and pencil with an eraser on the desk. If you are at your desk with ALL of these supplies, you are prepared.

ONCE AT SEAT: Once you're seated, you are to begin your daily Do Now. Class begins with you sitting down and completing your daily Do Now. I encourage you to use your notes, homework, and handouts for help. If you are unable to do the Do Now, wait patiently. The Do Now is a silent, solo activity, unless otherwise noted. If you finish your Do Now before we go over it, check your answers to the previous night's homework and circle questions you answered incorrectly. If at any time during class you need to leave your seat, raise your hand to be called on. If you've forgotten something or have an emergency, raise your hand and wait for permission to leave your seat.

RESPECT THE SIGNAL: During class I will use a signal to get your attention. This signal is to cue you to stop what you are doing, face me – not just with your head, but with your entire body – and to be silent. The signal will be a request to show me some aspect of Geometry in the air. Once you hear the request, you are to finish all writing, paper rustling, calculator use, conversation, and model the requested aspect of Geometry. After fulfilling the request, you should be silent, still, facing me, and ready to receive directions.

WHOLE CLASS INSTRUCTION (ONE VOICE): While I introduce a new topic, there should be only one voice, mine. When a student asks a question, there should be only one voice, that student's. When a student shares an idea, there should be only one voice, that student's. If you have something to add to a class conversation, raise your hand.

SMALL GROUP INSTRUCTION: Math ability comes from practice. While we practice new topics in small groups, work productively with your group members and stay on task. If you get stuck, (1) re-read the question, (2) look in your notes and assignments, (3) ask your group. If your whole group is stuck, raise your hand to receive assistance for your group either from myself, a co-teacher, or an assigned classroom helper.

CLASS DISMISSAL: Most days there will be a ticket to leave. Sometimes it will be a quiz-like check for understanding. Sometimes, you will be asked to write: verbalizing a mathematical process or expressing your thoughts and feelings about a particular topic and what part(s) of it you need further practice with. When this assignment is complete, you may stack DO NOW/EXIT TICKET packets and folders, and pack up your things (including homework). These exit tickets are extremely important as they are my portal into your

understanding. Your workspace must be picked up and clean and all supplies returned to their proper location – check the board for which group member will return supplies, which will return folders, and which will turn in DO NOW/EXIT TICKET packets. I will dismiss when (i) every supply, folder, packet, and item of trash has been put in its designated place, ii) every student is sitting in their seat.

RESPECTING THE CLASSROOM: This is your space as it is mine. Show respect for the physical space by confining all writing to paper or (whiteboards when used). Ask permission to move furniture, open cabinets, drawers, or windows. The only approved electronic device inside the classroom is a graphing calculator. Any other electronic device that is seen or heard during class will be confiscated and held until a parent picks it up in person unless advanced permission from Ms. Lomac is given for use of the device. You are allowed to bring a bottle of water into the room. Classroom power outlets and USB ports are for teacher use only.

OUTSIDE OF CLASS: I am available for extra help at the posted times. To ensure that your time is not wasted, please let me know you are coming. My planning periods are 4th, 6th (B lunch), 8th, and 9th. Keep in mind, outside of class is for extra help. Class time is learning time. When you come for extra help, bring the class work that you've completed and questions you have.

GRADING: There are two grade categories:

Assessments (tests, quizzes, and designated assignments) 50%
Assignments (following this sheet, <u>actively</u> working during independent/small group work time, asking questions, sharing ideas, turning in complete activities, turning in complete homework) 50%

Activities are due on the day they are assigned or at the beginning of class the following day unless otherwise stated. Homework will be anything that was not completed during class. The amount of homework will vary depending on the amount of work you get done in class. One person may have a lot of homework when another person has none. There will be on average four homework assignments each week. Class time is not when you should be completing assignments that have been collected or that the class is not currently working on. Late assignments will be worth half credit the first day late, then one point per day will be subtracted after that, including weekends. Opportunities to retake assessments must be earned. Before a retake can occur, (1) all activities of the unit must be completed, (2) the original assessment must be fully corrected: Fully corrected means that questions are rewritten, and all correct steps are shown on a test corrections paper. For each question you correct, you must state, using complete sentences, what your error was. For instance, “sign error” would be an unacceptable response, but “I forgot to switch the signs when I multiplied the equation by negative one” is acceptable. Retakes are to be taken outside of class time in my classroom under testing conditions. This means you may not take a test to do in the library, EnCompass, with your Hillside advocate, etc. Do not ask if you can go to the library during class to take a test. **BONUS:** Discover an error I have made either in modeling mathematics or in my handouts and receive one point on the activity!

WEBSITE: Your class materials and assignments will be available on my website:

<http://rcsdk12.org//Domain/6881>

Or simply type www.northeastprep.org, press ENTER, click TEACHERS, and click LOMAC.

MY PLEDGE TO YOU: I promise to begin class each day with a positive attitude and to always demonstrate patience and respect to you. Every decision I make within the classroom is to maximize your growth as learners, thinkers, and citizens and to ensure a classroom that is safe and inviting to work in. From you I expect the same.

POSITIVE Actions	POSITIVE Consequences
I arrive on time I arrive prepared (with supplies and complete homework) I LISTEN I THINK mathematically I QUESTION mathematically I EXPLAIN my thinking I cooperate I focus on each task I help I share I ask permission I leave places better than I found them I am generous I am thankful I am patient I am respectful I am responsible I read I write I deal with personal needs and issues outside the classroom I keep electronic devices silent and away I follow directions I listen before I speak I participate I respond positively to others I am willing to take risks and make mathematical mistakes	Learning Confidence Building Useful feedback on your ideas Strengthened problem solving skills Strengthened collaboration skills Needs are met Independence A safe environment that fosters concentration & thinking A clean classroom Resources/supplies that work and are easy to find Build trust More conversation & activities, less lecture Higher test scores Positive calls home...

NEGATIVE Actions	NEGATIVE Consequences
Anything that interferes with positive actions	Missed work, Falling behind, Anger, Frustration Low self confidence, poor Regents performance, not earning credit for the course...

As a student of Ms. Lomac's class, I, (print first and last name) _____, have read and understand that I will be held accountable for complying with "Ms. Lomac's Classroom Procedures." I understand that I will succeed by choosing to act in ways that have positive consequences for myself and/or others and not in ways that have negative consequences for myself and/or others. These behaviors include, but are not limited to those on the classroom procedures sheet and the positive actions listed above.

Signature _____ Date _____

Parent/Guardian Name _____ Parent/Guardian Name _____

Parent/Guardian Phone Number _____ Parent/Guardian Phone Number _____

Parent/Guardian email _____ Parent/Guardian email _____

I, the Parent/Guardian of _____ acknowledge that I read and understand "Ms. Lomac's Classroom Procedures" and will assist my student in complying with these procedures. _____

Parent Signature

RETURN THE BOTTOM OF THIS PAGE ONLY (KEEP THE PROCEDURES PAGE IN YOUR FOLDER) BY 9/12/14