

Mr. Simons' Student Procedures Manual

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1. Entering the classroom

1. Come in quietly, without pushing, shoving, causing a ruckus, or running. Failure to do this will result in your being asked to return to the door and reenter as expected. This is not a social time; that is reserved for lunch. If we start on time, then we can end on time!
2. If there is an assignment that you need to hand in, place it in the tray marked "Please Deposit Homework Here". In case the tray isn't there, keep the assignment and begin the day's bellwork.
3. Any handouts that you will need for class will be found in the tray marked "Please Take One". If the tray isn't there, you don't need to pick up anything; just begin the day's bellwork.
4. If you need to sharpen your pencil, do that quietly please. You do not need to ask for my permission to sharpen your pencil.
5. Go to your seat and get out your notebook, textbook, the writing instruments you will need for the class, and open your homework assignment pad. I will be looking for a parent's initials as I come around. Because the homework assignment pad counts as 5% of your daily grade, **failure to have it will result in a 50, no questions asked.**
6. Once seated, check the instructions for the day's bellwork and get started. At this time, correctly write down your homework assignment in your homework assignment pad. In many instances, I will also dictate to you the homework assignment, if one has been given. If there is no homework, you must put down "No homework." There is no excuse in my class for submitting the wrong assignment if you have been listening carefully!
7. Until I give you written notice personally, parents must initial your homework assignment pad for my class, and sign your homework assignment. This is for your protection.

2. Submitting homework assignments

1. When you enter class, there will be a tray marked "Please deposit homework here." Place your homework assignment in this tray neatly. Do not hand homework assignments to me directly. Use the homework tray. This procedure applies to late homework assignments.
2. All papers placed in the tray need to be facing the same way. The first person to place his/her homework in the tray determines the direction in which homework from the rest of the class is to be placed on top of it.
3. I will not come looking for your homework. It is your responsibility to hand in your homework on time! Please listen for the procedure I have for your class.
4. Your papers must have a smooth edge. I will not accept papers that are torn from your notebook or spiral binder, or that have a torn, non-straight edge. If you turn in a paper with a jagged edge, you will be required to do the assignment over, and a 50 will be issued as a grade, because you have submitted it late.
5. If your paper is not present when I prepare to grade them, you have earned a 50, no questions asked. If it is not handed in by the next class period, then it becomes a zero. This is the official ACS policy. Your homework grade represents a portion of your total grade and you will want to do well on all assignments.

3. Bellwork activity

1. Read and follow the instructions carefully; it will tell you what I want you to do. Some bellwork activities will involve specific instructions for quiz or test preparation.
2. If you need help in completing the activity, you may talk quietly with your Support Group using your "Huddle" voice. A "Huddle" voice is defined as being heard only by your Support Group, not the entire class.
3. When I call the class to attention with "Give Me Five", look at me with your shoulders turned toward me and await further instruction.

4. Coming to attention: "Give Me Five"

1. I will raise my hand into the air. When you see this, you are expected to stop talking immediately and sit up in your seat.
2. Your eyes are to be on me. Turn with your shoulders and face me.
3. Please put down whatever is in your hand, and raise your fully extended arm in the air.
4. You should be able to do this in 10 seconds or less; this is only complete when all hands are up, no one is talking, and the entire class is quiet. I reserve the right to keep you for the appropriate amount of time lost at the end of class for failing to keep this procedure.
5. Listen carefully to what I will be saying.

5. General Class Manners

1. Glorify God with your speech. Students will exhibit courtesy and respect toward all other students at all times. Hateful comments concerning race, gender, sexuality, political views, appearance, or the like will not be tolerated; this applies to serious as well as "joking" comments.
2. Keep your hands to yourself.
3. Stay in your seat. You are not allowed to walk around during class unless permission has been given by me to do so. Have everything you need ready before class begins.
4. Closable containers of water are the only liquids I permit in my class. Other than that, students may not eat or drink in the classroom. Gum is considered off-limits and will result in a detention. Hard candy may be eaten only at the beginning of class. After the start of class, candy must be put away completely, or I will confiscate it.
5. Students may not sleep or slouch in class. To prevent this, your eyes must be open at all times, and you must be sitting erect in your seat, with the feet of all four chair legs on the floor.
6. Nothing will go airborne in class at any time. This includes pens, paper, and other students.

7. The phrase "Shut Up" will not be permitted in my class. Those who choose to use this expression will be dealt with immediately.
8. Mumbling "under your breath" is disrespectful and will not be tolerated in my class.
9. Talking to yourself is distracting to others and me; don't do it!

6. End-of-period class dismissal

1. You are to remain in your seat until I dismiss the class.
2. The clock does not dismiss the class; I do. The clock is a time keeper for me, not you.
3. You do not dismiss the class by getting up and leaving; I dismiss the class. Students who dismiss themselves will be called back to their seat, and will be the last to leave.
4. When you leave my class, your work area is to be clean, any trash on the floor is to be picked up, and any chairs at tables or are to be pushed forward, or desks are to be left in a neat row. I will not allow my classroom to be trashed, so it is crucial that you comply with this procedure to avoid keeping your classmates detained from the next period.
5. Even if you did not put the trash there, pick it up anyhow. Please have respect for God's property.
6. Do not pack up until I dismiss the class. If you do, you will be the last one to leave.
7. I will dismiss you, so you are to wait for me. Thank you for complying with this.

7. Asking and responding to questions; other requests

1. If you wish to speak, please raise your arm with one index finger up.
2. Please wait for me to acknowledge you with a nod of my head, a gesture of my hand, or my calling out your name.
3. If you need to leave your seat, raise your arm with two fingers up.
4. If you need my help, please raise your arm with three fingers up.
5. You will get my attention by raising your hand. This procedure permits the class to work without annoying disturbances. Do not blurt out in class! If you blurt out, I will ignore you. Do not call my name; if you raise your arm with one index finger up, I will see you.
6. Please wait for permission from me to speak during the class period.

8. Participating in class discussions

1. One person at a time is to be talking!
2. If you wish to speak, please raise your arm with one index finger up.
3. No putdowns of any other student in my class will be permitted. I deal with name calling by issuing a detention for "Respect." I also reserve the right to carry out other disciplinary actions as I deem necessary in this case.

9. Headings on papers

1. A paper heading template for class will be provided; you will be expected to follow it!
2. You must write both your first and last name on your paper. Initials are not acceptable.
3. Write the date on your paper.
4. Write the class name and grade level on your paper. (examples: Math 6, History 8)
5. Write the name of the assignment on your paper.
6. Keep the template in your notebook at all times. For each assignment where you do not follow the template, you will be required to redo the assignment, Furthermore I reserve the right to count your paper as late with a grade of 50 being issued.

10. Working cooperatively

1. I assign Support Teams via a seating chart. You are to remain with your Support Team in your area until I instruct you to change teams.
2. Whatever job your Support Team has, do your job, and help each other. You are responsible for your own work and behavior.
3. If you have a question, please ask a Support Buddy for help.
4. If you and your Support Buddy cannot figure it out, present the question to your Support Team. You must be willing to help any Support Buddy who asks for help.

5. If your Support Team cannot figure it out, everyone on the Support Team must agree on the specific wording for presenting the question to me. You may ask for help from the teacher only when the group has reached consensus on the specific wording of the question.
6. One person from the team will raise his/her arm with one index finger up; at that point I will know that it is a serious question.

11. Keeping your notebook

1. You must have your notebook with you for every class.
2. I will be collecting notebooks every two weeks. Your notebook grade represents a portion of your total grade, and making a good grade is easy.
3. Your notebook must have tab dividers for the sections that I specify in class. Because each class is different, please listen carefully to what will be required.
4. All papers that I return to you are to be placed in your notebook, with the most recent page in front of or on top of that particular section. Time will be scheduled for this.
5. Your notebook must be able to hold all your papers. Do not tear papers from your notebook in such a way that they cannot stay in your binder.
6. You may dispose of papers each nine weeks, or as I give permission. Please dispose of these at home, not at the school. **You may not dispose of this procedures manual. It must be available for your reference all year.**

12. Exchanging papers and grading in class

1. When we are preparing to grade papers in class, please exchange with someone near you.
2. You are to exchange papers with another student without talking
3. When you receive that paper, sign your name at the bottom in ink as the grader. Failure to follow instructions will result in a loss of 10 points on your paper.
4. You may grade papers with blue or black ink only. Red ink is reserved for the teacher.
5. Grading papers in class should take 5 minutes or less. If you choose to delay our time, then I reserve the right to delay your time at the end of the period.
6. If an answer is correct, leave the question unmarked. I do not want to see check marks all over the paper, and neither does the student nor their parents.
7. If an answer is wrong, put an X over the number so that I can clearly see it's wrong.
8. If you have a question, please raise your arm with one index finger up. Do not blurt out my name in class; you must wait for permission to speak.
9. Listen carefully and without talking for my instructions on:
 - a. point values
 - b. how to mark the grade on the paper
 - c. where to mark the grade on the paper
10. Failure to mark a wrong answer as wrong will result in a loss of 10 points for each incorrectly marked answer on your own quiz.
11. When we finish grading papers (such as a quiz), please return the paper to the owner, without talking.
12. Await instructions from me for collecting the graded papers.
13. Prepare for the lesson or activity.

13. Returning student work

1. I strive for a maximum 2 day turn-around time in grading and returning paperwork.
2. When paperwork is returned, all papers must go in your class notebook in the appropriate section. Place papers so that the most recent papers are on top at all times.
3. Please remember that I will check your notebook every two weeks. If I do not have your notebook when it is expected, you have earned a 50.
4. Time will be scheduled to put papers in your notebook. You will also need to follow the rubric that has been given to you that details what I expect to see for a certain grade.

14. When you are tardy

1. A student who is not present when class starts according to my watch (set according to www.time.gov, the official school time) is considered to be either tardy (without a pass) or late (with a pass).
2. You must go to the office and sign in. After that, enter class quietly, without talking, and sit down in your seat.
3. Check to see what your Support Group is working on, and catch up as quickly as possible.
4. If you arrive late and the process of handing in homework/getting handouts will cause a distraction, go to your seat, and raise your arm with one index finger up when it is appropriate to do so.

15. When you are absent

1. You must have a signed excuse the day that you return to school. Please do not come to my class without a signed excuse from a parent!
2. Plan on arriving a little early for the start of the first day you are back in class.
3. I have my classes set up so that a "Class Log" contains all the activities we have covered and all the assignments that have been issued. Blue folders contain handouts that have been made available to students. Please check the Class Log and blue folder, both of which are located in my classroom for what you have missed. It is your responsibility, not mine, to find out what you missed and what assignments need to be completed.
4. If you have any questions not answered by the log, speak with me during study hall, which is the most convenient time to meet with me. Your study hall teacher will permit you to come see me.
5. From the time you return to school, you will have the same number of school days to complete your assignment that other students have. If you have homework to turn in, please follow the regular procedure for handing in homework.
6. If you need to make up a quiz or test, get it from the appropriate blue folder and let me know that you will be completing it then.
7. If you have not completed the make up work within the required time frame, you will earn a zero. Thank you in advance for accepting responsibility for your learning!

16. If you are suddenly ill

1. Please do not attract attention when you become ill, and do not pretend to be ill.
2. If you feel that you are going to get sick (and will vomit), please walk quickly and quietly to the nearest restroom.
3. Only in the case when you feel you will vomit will you be excused from class without your needing to ask for permission.
4. After you have washed your hands, return quietly to the class.
5. If you need to sign out in the office and go home, please tell me.

17. If you finish early in class

1. Work on unfinished homework assignments.
2. Study your notes.
3. Make a card for a teacher, mom, dad, or grandparents.
4. Do an extra credit paper.
5. Write a letter to a relative or classmate, but be prepared for your letter to be read by me!
6. Use your time productively.

18. When visitors are in the classroom

1. Keep your eyes and body focused on the current activity.
2. Do not say "Hi" to visitors.
3. Do not wave to visitors or try to get their attention.
4. Do not ask questions concerning why visitors are here.

5. Visitors may be here evaluating the school; your behavior can make or break that decision.
6. Visitors may be in the class to evaluate me!
7. Stay in your seat and act the way you would want to be seen.

19. Substitute teacher instructions

1. You are to follow all the procedures that I have outlined as if I were teaching the class.
2. If the teacher is a substitute, clear instructions will be prepared for him/her, and you will be expected to follow all instructions, as if I were teaching the class.
3. The substitute will be writing a report of the class and obedience to my instructions. Please make sure that the substitute is able to give a good report about you!

20. Changing groups

1. Instructions will be given the day before we switch groups and a cooperative parting activity will be planned and presented for you to complete.
2. On the change day, come into class and check the class handouts tray.
3. You and your Support Group are to start working on the bellwork activity.
4. While you are doing the cooperative activity, a card will be handed to you for your new table assignment.
5. When everyone in the class has finished the activity, watch for "Give Me Five" and your new instructions.
6. You are to move quickly and quietly to your new table. There is to be no complaining.
7. I will bring the class to attention once again with "Give Me Five."
8. You will need to have your materials out in preparation for the new lesson.

21. Moving about the room

1. You do not have permission to just get up and move around as you please. Moving around disrupts the other students' ability to learn, and it is not permitted in my class. I reserve the right to issue a Bonus Bucks fine for repeated offenses, and detentions if the situation continues to warrant it.
2. If you need to leave your seat, please raise your arm with index and middle fingers up. Do not blurt out or call my name to get attention.
3. Please wait for my permission to get out of your seat.

22. Indicating if you understand

1. If you understand what I am asking you to do, or have understanding of a procedure that I have explained in class, you are to raise your hand with your thumb pointing up. Do not blurt out in class or call my name to get attention.
2. Showing me "thumbs up" enables me to see clearly that all students understand.
3. If you do not understand either what I am asking you to do, or a procedure that I have explained in class, raise your hand with your thumb pointing down.
4. When one or more students have "thumbs down," I will ask if anyone can help or answer. If you can help, please raise your arm with one index finger up. This shows me that you would like to speak and that you can help. Please do not blurt out loud or call my name to get my attention.
5. When someone is helping, all other students are to remain quiet. Please be mannerly by listening and paying attention.

23. Using the restroom during class

1. Go to the restroom between class periods. There is ample time to attend to your personal needs if you will pack for your morning classes after first period, and hustle between periods. Socializing is reserved for lunch time, not between classes.
2. If you must go to the restroom during class, it will cost you 10 Simons Scripts. If you do not have the required 10 Simons Scripts, you are not permitted to go to the restroom. You are not permitted to borrow or lend Simons Scripts to go to the bathroom.

3. In addition, I will time how long you are gone from class. The length of time you are gone is to be made up on your time at the beginning of your lunch break with me that day. The minimum time limit to make up is 10 minutes.
4. You will also be required to make up for any activities and notes missed during the time missed at the beginning of your lunch break.
5. If going to the restroom during class time becomes a habit that infringes on classroom instruction time, then you must supply a doctor's excuse medically explaining the need for your all-too-frequent bathroom breaks.

24. Getting water during class

1. Having a water bottle is a requirement for my classes so that you will have water to drink and not disrupt the learning process of the class. You are permitted to have only water in your water bottle. Anything other than water is not allowed in my class.
2. Arrange time between classes to get water for your water bottle. There is ample time if you will pack for your morning classes after first period, and hustle between periods.
3. If you must get water during class, it will cost you 10 Simons Scripts. If you do not have the required 10 Simons Scripts, you are not permitted to get any water. You are not permitted to borrow or lend Simons Scripts so that you can get water.
4. In addition, I will time how long you are gone from class. The length you are gone from class is to be made up on your time at the beginning of your lunch break with me that day. The minimum time limit to make up is 10 minutes.
5. You will also be required to make up for any activities and notes missed during the time missed at the beginning of your lunch break.

25. Keeping your desk/work area orderly

1. You are permitted to have out only what is necessary for use in the class, which is your class textbook, notebook, and handouts. You may have out no more than 2 pencils, 2 pens, and 2 highlighters, and a water bottle.
2. Please keep your textbook, notebook, and handouts in your work area. The best and preferred location for additional books is in your locker. You may not spread your materials all over the table, all around the class, or on the floor.
3. You are not permitted to throw anything on the floor. This includes paper wads and candy wrappers.
4. At the end of the period, when I dismiss you, check around your work area to see that it is free of any debris, even what may not be yours. If there is any debris, you must pick it up and dispose of in the trash can upon dismissal. Please take pride in the appearance of the class and your testimony. Others are watching your actions!
5. Any students who disregard this procedure will keep the entire class detained until it is completed.

26. Responding to a fire drill

1. When a fire drill sounds, we must exit the building quickly and quietly; running and talking are not permitted.
2. Stop talking immediately and wait for my instructions. I will tell you where we will go.
3. Upon returning to my class, I will call the class to order with "Give Me Five" and we will resume where we left off.

27. Going to the office

1. If you wish to speak, raise your arm with one index finger up.
2. Wait for permission from me before speaking. Please do not blurt out or call my name.
3. If you must go to the office, please state the reason why.
4. Making telephone calls during class time because you forgot something (lunch, signed/homework papers, etc.) is not a sufficient excuse. You may make a phone call only with permission from the office.

28. Returning signed papers

1. It is my policy to return graded quizzes and tests to students so that their parents can review them.
2. It is your responsibility to return to me the signed quiz or test before 12 noon of the second day after I have sent the paper(s) home. (Example: papers sent home on Monday, papers to be returned to me by 12 noon on Wednesday.)
3. When you return the quiz or test, place that paper in the homework tray.
4. If the quiz or test has not been returned within the required two day window, an appropriate punishment will be issued, typically a detention. I also reserve the right to phone or email your parents that evening.
5. You must still also present the signed quiz or test before the next period to avoid receiving another detention.