

## Ms. Reeves' Classroom Procedures

### Upon entering the classroom

- Please check for daily handouts on the counter in the back of the seating area.
- If you have missed class check the folder on the counter in the back of the seating area.
- Turn in your homework in the proper place on the counter in the back of the seating area
- If you do not have your homework fill out a pink slip and turn it into the homework place
- If you have been absent or tardy turn in your office admit for signature in the basket on the counter in the back of the seating area and check the Absent Folder for missing assignments.
- Get the materials you will need for class out of your backpacks and store your backpacks behind the counter.

### When the bell rings for the beginning of class

- You should be in your seat and be quiet while roll is called.
- Check the overhead for any work: if there is work begin it.

### When the bell rings for the end of class

- Do not begin to talk or leave your seat.
- Wait for Ms. Reeves to dismiss the class.
- If a student is performing wait until they are finished.
- Once you have been dismissed clear the area around your desk.
- Leave the class in an orderly fashion.

### Materials

- Please be sure to bring all needed materials to class with you
- Bring monologues or scenes you are working on to class every day.

### Bathroom & Water

- Both boys' and girls' bathrooms are located in D-Wing near the classroom.
- When going to the restroom go quickly without disturbing others and return quietly to your seat.
- You may leave at any time during individual work time if you need to use the restroom.
- If you **HAVE** to use the restroom during lecture or circle time you must raise your hand and ask permission.

### Leaving your seat

During individual work time you may leave your seat to:

- Go to Ms. Reeves to ask her a question
- Go to the restroom
- Turn in homework
- Get a book off the shelf
- Get water from the fountain

You may NOT leave your seat during lecture or circle time without permission.

### Homework

- Homework should be turned in on the day it is due.
- Late homework may be turned in for a lower grade one day late. No homework may be turned in for credit after one day.
- If you have an excused absence and miss a performance grade you may have to do a written assignment if there is not time in class for you to make up your performance.
- For each day you are absent you have one day after you return to complete homework.
- If you finish your homework during class you may turn it in at that time.

### Leaving the Room as a Class

- If we are required to leave the classroom during the class period you should do so without talking.
- We will line up in a single line.
- We will walk through the halls without talking.

### Signs from Ms. Patti

- If you need to speak to me and I hold up my hand in the “stop” manner, wait until I ask you to speak.
- If I put my finger to my lips stop speaking immediately.

### Performance

- While another student is performing you will watch them closely with an encouraging look on your face.
- You will give helpful criticism when asked to, making sure to comment on the performance not the person.

### Free Time

- If we have free time and you are finished with your work you may sit in the living room area and practice a monologue or read quietly.
- If we have free time and you are finished with your work you may sit and do work from other classes.

### Visitors

- Visitors to the classroom should be treated like visitors in your home.
- If I have to stop my lesson to speak to someone who has come into the classroom you will sit **quietly** until I am finished.
- If we have a speaker you will listen and retain eye contact with the speaker.
- If we have a question and answer period with a speaker you will raise your hands quietly and wait to be recognized.

### Headings

- Paper Heading should be as follows:

<u>13</u>
Susie Smith Drama I, 7 <sup>th</sup> August 18, 2019
Heading – Assignment name