

SOP (Standard Operating Procedure) in Ms. Jacobs's Class

Starting class: After you have entered the classroom, sit down and take out your materials. Please remove your coats, purses, or other non-academic items from your desk while we are in class.

Tardies: I follow the school's tardy policy. You should be fully in the classroom (not standing in or near the doorway) when the bell rings. You will receive a referral for your third tardy and all subsequent tardies (five minutes tardy or less). Students will receive a discipline referral for being more than five minutes tardy to class.

Restroom passes: Students may sign out to use the restroom *one time per week*. You may not go to the restroom during the first or last 15 minutes of class. Students should note that asking to use the restroom disrupts instructional time. Similarly, use good judgment and only ask to go at an appropriate time.

Food and drinks: Unless the student has been given direct permission to eat or drink, food and drinks are not permitted in class.

Cell phones: In adherence to the school's policy, if I see a cell phone I will take it and turn it in to the office. If you are clearly using a cell phone (i.e. texting in your pocket), but I do not see the cell phone, standard consequences will apply. This policy applies to other electronic devices (cameras, iPods, mp3 players, etc.).

Turning in work: You should turn in work to the basket indicated. Please do not hand it to me or place it anywhere other than in that basket. Work not submitted to the indicated location will not be graded.

Returning graded work: Graded work will be placed in your folder in the file crates kept in the classroom. You are welcome to look in the folder before or after class or at another indicated time to find your work. If you have questions about your work, you should talk with me before or after class. *I will not discuss grades during instructional time.*

Instructional time: I expect you to use good judgment when you need to talk with someone in class. Always whisper, do not yell across the classroom, and do not interrupt the teacher or anyone else who is speaking to the class.

Taking care of the classroom: I need your assistance to make sure that the classroom is kept neat and orderly for the next class entering. Please be respectful of this space. At the end of class, please throw away any trash you find around your desk (yours or not) and return all desks and materials to their original location. Please make sure that you do not leave any personal belongings in the classroom.

Ending class: If you must pack up your belongings before the bell rings, please make sure that you are packing up quietly.