Mrs. Gray’s Procedures

1. **Beginning of Class**

* Enter classroom in a calm manner.
* Have supplies ready when class begins.
* Be in your seat when the bell rings.
* Begin warm up activity immediately when bells rings.

1. **Responding to Me**

* When I need your undivided attention, I will raise my hand and say, “Class.”
* When you see and hear the signal, immediately freeze in place.
* Turn and face me.
* Be ready for instruction.

1. **When You are Tardy**

* Enter class quietly without disturbing other students.
* Take tardy form from clipboard and fill it out. (I will fill out the step you are on.)
* Get to work quickly.

1. **Getting Out of Your Seat**

* You must remain in your seat for the first five minutes of class during warm ups.
* You must remain in your seat during instruction (Either teacher or student giving information to the class.)
* During work time, you may leave your seat to sharpen your pencil, throw something away, or turn something in, etc. as long as you do so in a manner that does not disturb others.

1. **When You are Absent**

* Check a classmate’s AVID notebook to see what was done while you were done.
* Check the appropriate file for your class to get any missing paperwork.
* Get the work made up if needed.

1. **Working in Groups**

* Working cooperatively is encouraged.
* Use the time for working.
* Be respectful.

1. **Cell Phones**
   * Cell phone use is generally prohibited in my classroom.
   * Exceptions may include: doing research, family emergency, etc.
   * All exceptions must be cleared by the teacher.
2. **Hats** 
   * Hats or hoods are not allowed to be worn in my classroom except during dress up days.
3. **End of the Class**

* The bell is a signal for the teacher that instruction time is over.
* Remain in your seat until dismissed by the teacher.

1. **Behavior**

* Generally I will give you one warning for misbehavior.
* If the behavior continues, you will be sent to the office and I will fill out the appropriate paperwork.

1. **Food**

* You are not allowed to eat in my classroom. The two exceptions are: reward treats I give you and food prepared in Farm to Table.
* Water is the only beverage allowed in my classroom, with the same exceptions listed above.