

**Classroom Procedures** (Rick Ward, Island Christian School)

The following habits and procedures will help you to be a successful student. Please read these carefully, sign, and place this sheet in your notebook.

1. Upon entering the classroom, you are to check and see what is written on the board. Please complete those things **before** the bell rings, failure to do so will result in an unexcused tardy.
2. When the bell rings, you must be in your seat, ready for class to begin.
3. Come prepared. Bring everything you need to participate in class. You will not be allowed to borrow from another student or to go to your locker.
4. When roll is taken, please respond by saying, "Here sir, ma'am."
5. Raise your hand before you ask a question or speak out in class.
6. There is to be no talking or communication without permission at any time.
7. Please sit correctly in your desk. This means that you face forward, keeping your feet out of the aisle and not on the book rack in front of you and keep your hands to yourself.
8. Please do not get your books ready at the end of class until told do so by the teacher.
9. Any paper around your desk and aisle will need to be picked up at the end of the hour, prior to dismissal.
10. The teacher will dismiss you not the bell.
11. On quiz and test days, you will not be allowed to talk prior to the bell; use this time for review. All talking must stop as you enter the classroom. Points may be taken from your grade for not following this procedure.

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We have read, understand, and will abide by the above habits and procedures.

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Student Signature

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Parent Signature