Ms. Gardea’s Classroom Procedures

**Before Class**

Prepare yourself: gather materials, assignments and text book

Visit and chat appropriately on your way to class

**Arrival**

Greet your teacher

-handshakes and eventual hi-5s

-Elbows if ill

“Drop Your Baggage”

Quietly & Appropriately greet your classmates on the way to your seat.

Turn in assignments Prepare for class

-pen  
-warm up running log

**Bell**

Necessary talking only (i.e. medical emergency)

**All cell phones and other pieces of personal technology should be put away unless otherwise instructed.**

Read warm up assignment on board Complete warm up to the best of your ability When you are finished you may:

-make up work for World Geography -study for World Geo or another course -work on homework for another course -extra credit when available

-read

-create: draw, sketch, color... Wait for further instruction

**Make Up Work**

Check my webpage regularly for all assignments.

See teacher for clarification.

Extended time allotted for excused absences only.

**During Class**

 Mutual respect

Professional behavior

Work towards our common goal

􏰀  Use technology appropriately – price for breaking this procedure is $15 to be paid at the Business office.

**Quieting the Class**   
I will raise my hand with pointer and middle fingers extended (peace sign)   
When you see my hand raised: -stop what you’re doing   
-silently and appropriately signal to you classmates   
-turn and face me  
-be ready for instruction   
**End of Class**   
You may begin to prepare your things for the end of class when the clock shows 2 minutes remaining.  
**You may pack up, but you may not migrate!**

  

**\*Procedures are subject to change as needed throughout the course of the year**