Mr. Long’s Classroom Expectations and Procedures

When expectations and procedures are met and followed, a safe atmosphere is created that allows each student to learn and participate to their fullest potential!

Ayala is a California **Distinguished** High School.

### dis·tin·guished adjective

1. Successful, authoritative, and commanding great respect.

2. Showing dignity or authority in one's appearance or manner.

Students are expected to display **distinguished** thinking, speaking, behavior, & actions.

**Class Rules:**

Students in Mr. Long’s class will:

1. Follow all CVUSD district & Ayala school policies, including dress code
2. Respect themselves, school property, each other, and teachers
3. Come prepared to class with agenda and materials
4. Turn off and put away all electronic devices (IPODS, MP3 players, cell phones)
5. Remain in their seats ON TASK (bell to bell)
6. Complete their own work
7. Leave backpacks, bags, and purses on the floor (not in your lap)
8. Try their best
9. Participate

# **Expectations:**

Enter class respectfully:

* On time
* With an appropriate volume
* Prepared

In class:

* No eating or chewing gum in class
* No hats or hoods on your head

When the bell rings I should:

* Be in my seat
* Have my electronic items put away (that includes removing headphones from ears)
* Be prepared with my portfolio and a writing utensil
* Put my bag, backpack, and/or purses on the floor
* Begin the daily warm-up activity or wait quietly for instruction

During instructional time:

* Remain in your seat and on task at all times
* Ask for help if needed by raising your hand
* Do not disturb or interrupt others
* Focus your attention to the task at hand
* Side conversations will not be tolerated

During partner/group time:

* Take turns talking
* Take turns actively listening
* Focus on your partner/group; don’t worry about someone else
* Conversations should stick to the topic at hand

When class is going to end:

* Stay in your seat and work until the bell rings
* Make sure you have cleaned up your area

Note taking:

* Take thorough notes
* Use Cornell note taking structure

Assignments:

* Turn in your work on the due date
* If not in your portfolio, make sure your name, date, and period are written in the upper right hand corner of your work
* Do your own work (cheating/ copying will not be tolerated)

Make-up work/ notes:

* Make up work or notes if you have an absence.
* Refer to class webpage
* Ask Mr. Long what was missed before or after class.

Restroom use- Your passing period is the appropriate time to use the restroom. I do understand that there are emergencies. Fill out your agenda in pen and ask Mr. Long to sign it for restroom use. You may only have me sign your agenda when you are not interrupting instruction.

Treat others respectfully- Be open and understanding of ideas that are not the same as yours. Please do not laugh at or comment on other’s ideas, comments, or questions. Never put anyone down. We will be discussing some sensitive topics.

Visitors in the classroom- When anyone (student or administrator) comes into the classroom, please carry about business as usual. Please do not comment or disrupt class by giving attention to the visitor. Treat visitors with respect.

Substitute days- There may be instances in which I am out of the classroom. In this case, I expect you to be respectful, on task, and follow all of the classroom rules (the usual). If the expectations are not met, consequences will be given.

Tardies- You must be in your seat when the bell rings; the school tardy policy will be followed.

**Consequences if expectations are not met**

(May include one or more of the following)

1. Verbal Warning
2. Discussion
3. Call home
4. Detention
5. Referral to Administration

Cellphones will be taken away for the period for the first offense. The second offense, they can be picked up at the end of the day, and the third offense means your parent/guardian will need to pick it up in the office.

Note: If you are having an issue, concern, or personal problem… please feel free to talk with Mr. Long in a confidential manner. I want to work with you so that you get the most out of classroom instruction and activities.