

Class Format

Mrs. Garcia



I. Before Class

- ✓ Have your supplies out on your desk and ready to go. (Sharpen your pencil, etc.) - If you need to borrow a pencil or sharpener they are located on the back table. If you borrow a pencil please write your name down on the whiteboard so you remember to return it at the end of class.
- ✓ Get a calculator.
- ✓ Open your binder to your notes divider. Turn to the page with the most recent notes.
- ✓ Read the board. It will contain information you need to know.
- ✓ If you have been absent, get the assignment from the respective folder.
- ✓ Be in your seat and ready to begin class when the tardy bell rings.
- ✓ I take roll by the seating chart so you must be in your assigned seat at this time.
- ✓ Begin working on Warm-up Problem(s) that either addresses the previous night's video lesson and/or reviews for the Quiz.

II. First Few Minutes of Class/Warm-Up Procedure

- ✓ Copy the examples (if we are not using whiteboards). No notes = No help.
- ✓ Raise your hand to ask/answer questions and listen while others are talking.
- ✓ Do not talk when anyone else is talking, they just may be asking your question.
- ✓ I usually pass out papers during your warm-up so be sure to put any papers given back to you into the proper section of your binder.

III. Assignments/Activities

- ✓ No notes = No help.
- ✓ No work = No credit.
- ✓ First try, then you may ask questions or compare your answers to your group member's.
- ✓ Stay in your desk unless you are sharpening your pencil.
- ✓ This is the best time to see me to arrange make up work if you plan to be absent in the near future.



IV. Quiz Procedure

- ✓ Phones should be put away until ALL quizzes are turned in.
- ✓ I do not answer questions during quizzes.
- ✓ Any talking during the quiz will be considered cheating and you will be given a grade of zero. This applies until all papers are turned in.
- ✓ I usually give partial credit on quizzes so show as much work as possible. No work = No credit
- ✓ After you finish you may turn your quiz into the basket and either get started with the assignment I have set out or wait silently for instruction.

V. Test Procedures

- ✓ Test day = No phone the entire class period, even when walking out of the door!!!
- ✓ Try your very best! I do not answer questions during tests.
- ✓ Show as much work as possible... I generally give partial credit! No work = No credit
- ✓ Any talking during the test will be considered cheating and you will be given a grade of zero. This applies until all papers are turned in.
- ✓ After you finish you may turn your test into the basket and watch the next video on a chrome book, work on other homework, read, or wait silently for the end of class.

VI. Dismissal Procedure

- ✓ You may stop working and return calculators 2 minutes prior to the bell.
- ✓ Listen to my instruction on whether to keep and finish or turn in the assignment as-is.
- ✓ Clean up around your desk. A trash can is located in the front of the room.
- ✓ Remain in your seat until the bell rings. No lining up at the door!