2017-2018

Procedures

* Way to keep our classroom running smoothly

Choir and General Music

Procedures

Northeast Middle School

Emily Tubbs

1. **Coming into class**
	1. Come in quietly
	2. Read the information on the board
	3. Gather needed materials
		1. Get any materials that you need from your everyday school supplies
		2. Put the rest of your belongings against the wall
		3. Retrieve your choir binder from the appropriate shelf
	4. Go to your assigned seat
	5. Begin working
2. **Leaving the classroom**
	1. Students have a five step process
		1. Put any music and/or assignment neatly in choir binder
		2. Check area around the chair for any trash or papers
		3. Adjust chairs if needed so that they are in neat rows
		4. Put binders on the shelf neatly and collect their belongings
		5. Return to seats
	2. The teacher will then dismiss students from their seats
3. **Assigned Seating**
	1. Each student will have an assigned seat
	2. Students are not to move chairs from their positions in the classroom unless specifically instructed to do so
4. **Hand Signals**
	1. Restroom = sign language “R” [pointer and middle finger crossed]
	2. Responding to question in discussion = Hand raise
	3. Asking a question unrelated to the current topic = Hold up one finger
	4. Nurse = sign language for “N” [fist with thumb between middle and ring finger]
		1. Needing a band aide does not fall under this category (see 4.3)
	5. Water = sign language for “W” (Hold up three fingers)
5. **Restroom and hall pass**
	1. If students ask to use the restroom during class change, they will not be counted tardy if they return within a timely manner
	2. Locker passes will not be issued during class unless:
		1. Female students need to retrieve feminine products before using the restroom.
		2. An impertinent form needs to be retrieved.
6. **Absent/Missed assignment**
	1. Folder with assignments will be at a specified location.
	2. Student’s name will be on assignment
	3. Student will have the same number of days missed to make up the assignment
7. **Late Work**
	1. Will be accepted up to one week late with a deduction of 3 points on the assignment
	2. After one week, will be accepted with a 50% deduction
8. **Students who come unprepared**
	1. Extra supplies will be provided, however:
		1. First time unprepared = verbal warning
		2. Second time unprepared = Simple note home
		3. Third time unprepared = Call home
		4. Fourth time unprepared = Behavior Notification
		5. Final = Discipline Referral
9. **Visitors**
	1. If someone comes to the door during class students should
		1. Notify the teacher
		2. Teacher will
			1. Ask a specific student by name to open the door
			OR
			2. (Teacher) will open the door
10. **Distribution of materials**
	1. One of two ways
		1. Teacher will hand a stack to the end of the row
			1. Students will take one and pass the stack down the row
		2. Teacher will select a few students to help hand out papers individually
11. **Use of**
	1. **Sink** and its counter top
		1. Only use sink when given permission by teacher
		2. Do not set personal belongings on the countertop
	2. **Piano**
		1. Only play piano when given permission by teacher
	3. **Pencil Sharpener**
		1. Use quickly at the start of class during bell ringer
		2. If pencil breaks during class
			1. Ask permission to use pencil sharpener
12. **Misbehaviors**
	1. **Minor** infraction (i.e. talking, out of seat, not singing, etc.)
		1. First time = verbal warning
		2. Second time = Verbal warning & one-on-one talk
		3. Third time
			1. Moved to cool off desk for alternate activity
			AND
			2. Call / email home
		4. Fourth time = Behavior Notification
		5. Fifth time = Discipline Referral
	2. **Major** infraction (i.e. blatant disrespect toward teacher, student, materials of any sort, etc.)
	*These are the solutions available. The severity of the behavior will determine which action is used*.
		1. Sent to cool down desk for alternate assignment
		2. Sent to neighboring teacher to cool off
			1. Call and email home
		3. Sent to the office
		4. Write up
13. **Music**
	1. Each piece of music will have a number assigned to it
	2. This specific copy will be loaned out to each choir member
		1. Record will be kept of which student has which number