**Classroom Procedures (2016-2017)- Mr. Payne**

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Jets SOAR with success!

**S- Safe Environment**

* Keep your hands, feet, objects, and negative comments to yourself and I’m just playing is not an excuse.

**O- On Task**

* Come to class with a positive attitude.
* Students are engaged: actively working on the tasks given by the teacher.
* Complete and turn in all completed assignments.

**A- Accountability**

* Arrive to class on time.
* Bring all supplies and have them ready at the beginning of class.
* Charge and bring your ThinkPad to class daily.

**R-Respect**

* Respect the teacher, your peers, visitors, and yourself by using positive language and having appropriate conversations.
* Respect all property: yours, things that belong to others, and things that belong to the school.

**Procedures:**

**Entering the classroom:**

1. Walk into the classroom.
2. Be in your assigned place or seat when the bell rings.
3. Gather materials and get focused for class.
4. Read the "Launch" so you can properly prepare for class.

**Exiting the classroom:**

1. Wait for the teacher (not the bell) to dismiss you from class.
2. Gather all your materials before leaving the room.

**Working in groups:**

1. Respect the opinions of everyone in the group by listening and being open-minded.
2. All members must be prepared and stay on task.
3. Listen and focus on the teacher’s instruction.

**Restroom/Drink:**

1. Take care of this during passing period.
2. If it is an emergency, use the hallway pass in the back of the agenda book for a sign out. Only 3 sign outs per grading period are allowed, unless an emergency occurs.

**Room evacuation:**

1. As soon as the alarm sounds, there should be minimal talking.
2. Line up single-file.
3. The last person out of the room should turn off the lights and shut the door.
4. Proceed down the stairs, out the door, and down the sidewalk or to the back hallway if we need to stay indoors.