KMS ROOM 108: Procedures

**ENTRY:** On days there is a warm-up displayed, take your seat and begin as soon as the bell rings.

**EXIT:** If you have an exit ticket item, complete it before you exit the room. You are to remain in your seat until your exit ticket is completed, YOUR AREA IS CLEAN, and you hear a verbal dismissal from the teacher.

**ABSENCES:** If you miss school, you may check the homework site, twood.weebly.com, for missed work. If missed work is not available there, see Mr. Wood only AFTER you have checked the site AND have checked with at least three peers (Ask three before you ask me). Handouts from at least the past week can generally be found in the make-up tray – Check there before asking me.

**PASSES** are allowed at the teacher’s discretion. Please choose an appropriate time to ask. If you receive permission, proceed toward the door, fill out sheet on clipboard, wear pass around your neck. Leave, take care of your business, and reenter as quickly and quietly as possible.

**HALL:** The whole group travels together, quietly, down the right side of the hall, in a single-file line.

**MOVE DESKS** only when directed to do so. With three to five minutes remaining in class, move desks back to their original location unless directed not to do so.

**USE the textbook** under your own desk. If you do not have a rack under your desk, obtain a book from a nearby desk. Place books back in original location when finished using them.

ASK to **sign out a textbook** from the reserve stock if you feel you need to take one home. This request will be honored at teacher’s discretion.

**SUBMIT work** in *your class’* INBOX on the table near the door. **PICK UP submitted work** in *your class’* OUTBOX, also near the door. If work is **too large** for tray, place it in front of the tray, on the table, in a neat pile with the rest of the work from your class. From top to bottom, **the order of trays** is:

* 1{top tray}) first hour
* 2) second hour
* 3) fourth hour
* 4) fifth hour
* 5{bottom tray}) sixth hour

BRING your **folder or binder** including all Spanish materials, along with a **writing utensil**, EVERY DAY.

Ask before **walking in front of the room** except in the event of an emergency. It is not necessary to ask during independent or group work time.

**LATE WORK** is accepted at the teacher’s discretion. *Be advised that up to a fifty percent penalty may be applied to late work*.

**MAKE AN APPOINTMENT** to speak with me or work with me, before or after school, one-on-one or small group, if you feel you need to do so for any reason.

**ALL PROCEDURES SUBJECT TO CHANGE AT TEACHER’S DISCRETION**

Policies

**RESPECT** everyONE and everyTHING

 **RESPETA** a toda la GENTE y todas las COSAS

Be **RESPONSIBLE** at all times

 Se **RESPONSABLE** en cada momento

Violations of the above may result in disciplinary action at teacher’s discretion. Out of respect for you, the student, it is Mr. Wood’s policy to work with you, the student, before involving other parties.