

Procedures for Mr. Harshman's Classroom

When entering the classroom (prior to the late bell):

1. Enter quietly and politely.
2. Turn in homework to the in-box (if there is any).
3. Take back any work turned back from the out-box.
4. Sit in your assigned seat and place all belongings underneath your desk.
5. Read the daily agenda on the board.
6. Begin working on your first assignment for class (Bell Work).

Bell Work

1. Bell work will be posted on the board at the beginning of every class.
2. Begin bell work immediately after taking your seat. Bellwork should be done in continuous fashion, utilizing one sheet for multiple bellwork assignments, and then placed in the appropriate place in your notebook.
3. You will be given 5-10 minutes to complete the assignment.
4. Mr. Harshman may come around and stamp your bellwork, so keep it out until instructed to put it away.

Finished with All of Your Work?

You have three options:

1. If posted, begin next activity on board.
2. Begin reading next assigned chapter or section in text and/or associated homework.
3. Work on an approved extra credit project (see syllabus).

This is not an opportunity to chat with your friends. You must be working on class-related work.

Quiet Signal

- I will not talk while you are talking.
- The quiet signal for this class is when my hand is raised above my head.
- When you see this, you are to stop what you are doing, look to me, and listen for instructions.

Assignment Heading and Format

- Place your full name (First and Last) at the top right-hand corner of your paper.
- Place your period below your name.
- Place the date below the period.
- All assignments must be written in complete sentences, if applicable. There is no need to write out the problem before you answer it.
- Lab assignments have a separate format. Please refer to those instructions when completing lab reports.

Last Five Minutes of Class

1. Often short assignments will be given to assess your understanding of that day's objective.
2. Please stay quiet, focused, and respectful during the last five minutes.
3. Stay seated and focused on your task until you are dismissed. **I will dismiss the class, not the bell!!**

The End of Class – What to do when the bell rings...

1. Please wait to be dismissed from class.
2. On your way out of the classroom please:
 - Return books, magazines, and equipment neatly & properly
 - Throw away any garbage - even if it is not yours.
 - Adjust your desks and leave your area organized.

Passing in Work

- Pass all work forward to the front of your row.
- First person in each row, pass all work to your left.
- Work will be passed back personally and sometimes into the out box for your specific class – check through this work often for any past papers, notes, mail, etc.
- You must get your work before or after the bell, not in the middle of class.

Forget Something?

- Pens and paper should be borrowed from a peer if forgotten (**after** exhausting all possibilities you may ask for one from Mr. Harshman)
- Do NOT bring your assigned book to class. We have a class set, and they will be able to be used throughout the semester.

Need the Nurse?

- Nurse passes are for sick people only
- Ask Mr. Harshman if you need a bandage.

Need Something?

On Mr. Harshman's desk at the front of the room, you will find (please return items after use – they are to be shared):

- Stapler
- Three-hole puncher
- Tape
- Tissues

Punch Card (Restroom and Late Work)

On Day 1 (today), each student will be issued a "Punch Card." This card, which must originally be stamped by Mr. Harshman, has the numbers 1-6 on the sides. Please make use of the restroom before or after class, or if need be, during bellwork. If you need to use the restroom during class, you may raise your card in the air, wait for Mr. Harshman to punch it, and then take the hall pass and key to use the restroom. You are expected back within 5 minutes...failure to do so will result in the loss of employability skills points. The card may also be used to turn in assignments 1 day late (1 punch/assignment)...no questions asked. I do NOT take work that is more than 1 day late without an approved excused absence. Now the good part...for each number you do not use on your card, 5 bonus points will be awarded to your lowest test score!!! **Do not lose your Punch Card. You will not get a duplicate!** Once all punches are gone, the card may not be used.

Manners and Etiquette

- Please and thank you are expected in the classroom, around town, and on campus.
- "Excuse me" is appropriate if you have an emergency and I am busy talking with someone else or doing other work.
- Raise your hand to throw items in the garbage can, sharpen your pencil, etc.. This will not be permitted during lectures.
- Interrupting by getting up, talking, or being tardy to class is considered rude – you will lose Employability points!!!
- During lectures stay seated, focused, take notes, and ask questions!
- Make guidance counselor appointments on your own personal time (lunch) - THEN come to class with a pass to the guidance office and you will be allowed to go.
- Use the appropriate dialect for the classroom and campus.