**Daily Procedures**

**Arrivals (10-10:30)**

* **Go directly to your classroom, no exceptions.**
* Go directly to your assigned seat.
* Eat snacks at your assigned seat. Put away any leftover food.
* All students must be logged on and working within 5 minutes of arrival in the classroom. **All students are to be working by 10:30 regardless of arrival time.** If you arrive later than 10:30 you will still be allowed 5 minutes to eat something.
* Students will be given their points earned from the day before. This will be done through the daily points sheet in binder.
* Snack shop orders will be taken around 11:45 a.m.

**Weekly Conferences**

* Are on the first day of every school week
* Conferences are to discuss progress, interventions, goals, levels, etc.
* If student is absent, will have conference the following day

**Edgenuity**

* Wear your headphones during **ALL** lectures. **No excuses.**
* Stay focused. **Sleeping is not allowed.** Don’t distract yourself or others.
* **No talking is permitted during Edgenuity.** Raise your hand when you need something.
* Utilize the teacher or paraprofessional in the room whenever you need assistance.
* **Make at least 7% daily progress**. You will know your daily progress if you use the daily course progress tracking sheet.
	+ **Earn 3 points for 7% or more progress**
	+ **Earn 2 points for 5.01%-6.99% progress**
	+ **Earn 1 point for 4.0%-5.00% progress**
	+ **Earn 0 points for less than 4% progress**
	+ **+ 1 bonus point for 9% or more**
* **Complete two classes per quarter (35 days). Incomplete classes or classes that are not started will result in an F.**
* Class extensions due to extenuating circumstances will be granted by the principal only in rare cases.

**Physical Education**

* There are two parts to PE in a single semester. You must complete 100% of the Edgenuity PE course by the end of the semester.
* **5% daily for your P.E. Point**

**Snack Time**

* Proper behavior is expected and required.
* Students can work on Edgenity during snack time but there is no guarantee help will be given.

**Group**

* You will be notified if group is cancelled/rescheduled.
* Participation is required and is not an option.
* There is boys/girls group on Mondays. Boys: ~2 Girls: ~2:40

**Service Learning (3:10-4:00)**

* **Participation is required and is not an option.** **You do receive a credit for Service Learning.**
* Follow our classroom norms & expectations
* **Google Classroom will show your assignments & grades**

**Bathroom Breaks**

* **You are only allowed to use the bathroom during designated times. No excuses.**
* **Emergency Bathroom break=not earning 1 rules & policies point.**
* Do NOT leave the room without permission.

**Hallway Procedures**

* Rules:
	+ No talking
	+ No horseplay
	+ No disrupting other classroom
* Failure to follow the hallway procedures will result in failure to earn a rules/behavior point.

**Clean-up (3:55)**

* Students are allowed to take home their laptops and bring them back the next day – you must check-out the equipment with your teacher
* Laptops that are staying in the classroom must be plugged in in your slot number.
* Clean up all trash.
* **Students are to remain seated quietly in their assigned seats until their bus is called.**
* Phones will be returned when your bus is called.
* Go directly to your bus-no lingering in the hallway.