Mr. Edwards’ Class Structure: Routines, Procedures, and Expectations

1. Materials

All students are expected to have the following materials for class daily. If you need any assistance in obtaining them, please let me know.

1. Sharpened pencils (2)
2. Eraser
3. Pencil sharpener
4. Charged Chromebook
5. Three ring binder with dividers (needed by start of second week of school)
6. Loose-leaf paper for binder (or notebook)
7. Calculator (I also have a classroom set of calculators)
8. Beginning of Class

Students are expected to enter class at a level one. I will greet you as you come in through the door. If you need any materials (pencil or paper), I will have some on the table by my desk. Grab those before you go to your seat. You should be sitting silently in your assigned seat when the class bell rings. If you are late to the classroom or out of your seat at the bell, you will be marked tardy.

1. TAPS (Total and Perfect Silence)

We will begin each class with one minute of perfect silence. This is an opportunity for you to breathe and collect yourself before class. I will announce when the minute is over.

1. Do Now/Warm Up

After TAPS, students will complete the daily warm up. This will be a problem posted on Google Classroom (or a handout for the first week of school) After two minutes, we will have a student led discussion on the problem before starting the daily lesson.

1. Classroom Expectations
2. **Stay in your assigned seat** unless you have asked for and received permission to move somewhere else for a specific task. Assigned seats are chosen for the benefit of everyone’s learning. I will not take seat change requests unless they come from a parent or guardian for a special concern.
   1. Assigned seats will changed quarterly at a minimum.
3. **Listen to others**. Only one person should ever be speaking at a time unless we are working in small groups. Do not speak out during instruction or when a classmate is presenting.
4. **Positive language only**. We are going to be trying some new and complicated things in class. Mistakes are okay and encouraged! Be encouraging to yourself and your classmates as we are learning.
5. **Use the posted hand signals** for personal needs (restroom, tissues, waste, materials, questions). I will do my best to address your needs in a timely manner while not interrupting instruction. I will acknowledge your request when I see it and find the appropriate time to address it.
6. End of Class

I will let students know when there is five minutes left in class. In that time, they should finish what they are working on and then begin to collect their things for dismissal. I will tell the class when it is time to line up (right before the bell) or exit class (after the bell). Nobody should be out of their seat before I announce the end of class.

1. Hall Passes

Hall passes may not be used in the first ten minutes or last ten minutes of class. If you need to leave the classroom to go to the restroom, nurse, etc, I will let you know when there is a good break in the lesson to go and write a yellow pass for you. Students should write their name, the date, and where they are going on the sign out sheet next to my door. Also write the time you left and returned to class.

1. Homework

We will be using ALEKS for homework in my class. Each student is expect to complete 20 minutes of ALEKS practice a day (100 minutes a week). Each week of ALEKS must be completed by the end of the day on the following Sunday.

1. Late/Missing Work

Students have one week from the assigned date to turn in missing/late work without penalty. Work turned in more than a week late will be graded with a penalty. No late work will be accepted after the end of the quarter in which it was assigned.

1. Office Time

My office time is from 2:03-3:00. This is when I will be planning, returning calls, and inputting grades. I can be contacted at (314) 280-3862 or [cedwards3@hazelwoodschools.org](mailto:cedwards3@hazelwoodschools.org) if you have any questions or concerns.

1. Classroom Dojo

I will be using Classroom Dojo to assign reward points to students for their awesome work in class! Points will be assigned individually and as a class for things such as staying on task, being a good classroom citizen, asking strong questions, offering unique insight to a topic, and participating in and winning games and activities. Points can be used on the website to customize your avatar. They will also be tracked and used to purchase prizes from the classroom prize store. I will generally open the prize store every other Friday.

Please sign below indicating that you have read Mr. Edwards’ classroom procedures and expectations, and you agree that they will be followed. You also acknowledge the possible consequences for not following the expectations of the class. If there are any questions or concerns about this information, please contact me at (314) 280-3862 or [cedwards3@hazelwoodschools.org](mailto:cedwards3@hazelwoodschools.org)

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_