

Computer Classroom Procedures and Expectations

Teacher: Mrs. Juhasz

School Year: 2017-2018

★ Level of Structure:

☺ I anticipate establishing: High Medium Low level of structure.

★ Guidelines for Success:

☺ Students will follow the classroom expectations and procedures created together on the first day of class. All classroom behavior expectations are posted in the room along with behavior expectations for each transition.

★ Attention Signal:

☺ A game buzzer will be pressed to call for student's attention.

☺ A count down from 5 to 0 will be used to refocus voice level to a whisper.

☺ Classroom attention signals will be used for each classroom.

★ Encouragement Procedures: I will strive for a 3:1 ration of positive to negative interactions.

☺ Students will receive frequent friendly interactions.

☺ Descriptive verbal praise will be given to each student.

☺ Card movement (Ready to Learn, Great Effort, Excellent Choices, Outstanding)

☺ Mustang Merits will be given for positive behaviors.

★ Correction Procedures for Misbehavior:

☺ Early stage corrections:

❖ Proximity

❖ Gentile expectation reminders

❖ Clip movement (Think About It, Make Better Choices, or Parent Contact)

❖ Practice of Appropriate Expectations.

❖ Discussion (individual or whole class)

❖ Report of student behavior to classroom teacher

☺ Expectation Violation Consequences:

❖ Family contact (note or phone call home)

❖ Referral – white slip

❖ Repair to damage property or relationships

★ Beginning and Ending Routines:

☺ Routine for how students will enter the room:

❖ Students will be greeted at the door with a friendly “Hello” as they enter.

Students will go directly to their computers and log in. They will place their hands in their lap and wait for the next instruction.

- ☺ Routine for how students will be instructionally engaged while attendance is taken and for how opening business is conducted:
 - ❖ Students will log into their computers and begin Type to Learn while attendance is taken.
- ☺ Routine for dealing with tardy students:
 - ❖ Students who are tardy will have to complete their task during their free game time.
- ☺ Routine for dealing with students who come to class without necessary materials:
 - ❖ If students do not have needed materials for class, they may quietly borrow materials from the teacher.
- ☺ Routine for dealing with students returning after an absence:
 - ❖ K-5 absent work will be given to the classroom teacher at the end of class.
 - ❖ 6-8 absent work will be placed in the student's folder for completion during free computer time.
 - ❖ Students will receive all necessary materials and directions for completing absent work. Students will have one day for every day absent to complete work. Absent work that is completed can be placed in the teacher's mailbox on her desk.
 - ❖ Work will be returned to students once graded.
- ☺ Routine for wrapping up at end of day/class:
 - ❖ Students will have 5 minutes before class dismissal to wrap up the class.
 - ✓ Prepare materials to go to their classrooms/lockers
 - ✓ Log out of programs on their computers
 - ✓ Log off of computers
 - ✓ Put head phones away
 - ✓ Clean up work space to appear as it did when they arrived
 - ✓ The last hour of the day will shut down computers
- ☺ Routine for dismissal:
 - ❖ Five minutes before class dismissal is used to wrap up the class.
 - ❖ Students are dismissed with their materials to their teacher/lockers for their next class.
 - ❖ Students are given positive interactions and well wishes for the rest of the day as they exit.

★ Procedures for Managing Student Work:

- ☺ Procedures for assigning classwork and homework:
 - ❖ Homework will not be given in Computer Class, unless students are behind due to absence.
 - ❖ Homework is graded by the student and does not receive a grade by the teacher. It is practice – not an assessment of knowledge.

- ☺ Procedures for collecting completed work:
 - ❖ Assignments are collected the day they are due. It is corrected by the student at the start of each class.
 - ❖ All tests, quizzes, and projects are collected by the teacher on the due date. Students work will come weekly in homeroom classrooms Friday Folders.
- ☺ Procedures for keeping records and providing feedback to students:
 - ❖ Scores are entered for all assignments and assessments as they are graded. My goal is to return graded work back to students the next day after completion, two days at the most. Parents can access PowerSchool to follow student's grades, missing work, etc.
- ☺ Procedures and policies for dealing with late and missing assignments:
 - ❖ Students will complete all missing work. Any student who begins to exhibit a chronic pattern of late or missing assignments will have a student/teacher/family conference. If the conference does not solve the problem, the situation will be referred to the Child Study Team to assist in setting up an intervention.

★ Procedures for Managing Independent Work Periods

- ☺ As a whole class, the independent activity is discussed together and expectations are given for the completion of each task within the activity.
- ☺ If a small group of students is likely to struggle with a task, I will work directly with those students while the rest work independently. Independent work times are never scheduled for more than 30 minutes at a time, with teacher directed or cooperative groups scheduled to create variety.
- ☺ Students are encouraged to problem solve before seeking help. Students can get assistance by quietly asking another student for help. If they have asked three students and still cannot problem solve, they may then ask the teacher for help.
- ☺ Classroom expectation posters are posted in the classroom as reminders for student expectation during each activity and transition. They can be reviewed, if needed for whole class or individual redirection.