

Procedures in Mrs Levecque's Class



A. Home Room

1. Seating

Mrs. Levecque will arrange seating plans and you must sit in your designated seat during lessons and presentations. If you need to leave your seat for any reason (ex. sharpen pencil, borrow an item from a classmate, get a laptop, put paper in the recycling bin) please raise your hand and ask permission.

2. Prayer and O Canada

Every morning, homeroom will begin with the playing of our national anthem, followed by a prayer. When you hear the anthem, please stand and face the cross. You must remain still, with nothing in your hands and without talking, until the prayer is finished.

3. Announcements

When announcements begin, you may be seated quietly. No one may talk during announcements. It is a good idea to have your agenda ready to copy any important information you might hear on the announcements (ex. a team tryout or meeting).

B. Classroom Behaviour

1. Entering the classroom

When you enter the classroom, walk directly to your assigned seat and sit down. Conversations should end when you reach the door.

2. Cell phones, iPads and other electronic devices

All student devices must be put away while lessons are being taught or there is a presentation. These devices will be allowed for academic purposes in the classroom. If they are used inappropriately, a student may use the privilege of using them in class.

3. Getting to work immediately

Once you are seated, your first task will be clearly explained or posted on the board. You must have all required books and supplies in class with you so that you can begin the first task quickly and without discussion.

4. Lateness

If you are late for class, you must go to the office and ask for an admit slip. You cannot come to class without an admit slip.

5. Absences

If you are absent you are required to catch up on any work you may have missed. It is a good idea to have a homework buddy who can collect work for you in your absence. Any handouts you missed will be available for you when you return and often posted on the web site

<http://mrslevecque.weebly.com/>.

If you miss a scheduled test while you are away, you must write it the day after you return.

You will also need to get an admit slip from the office to put on the class clipboard.

6. End of period class dismissal

At the end of class all books must be put away and all garbage around your table must be cleaned up. Your teacher will dismiss you when your area is tidy.

C. Organization

1. Binders and notebooks

All of your teachers will tell you what method of binder or notebook setup they require. It is your responsibility to follow these guidelines. File all notes and assignments in

the appropriate section of your book as soon as you receive them.

2. Schedules

Your class will rotate to each room together, but it is your responsibility to know where and when you will be moving. You will be given two copies of your schedule. Keep one with you and post one in your locker. There will also be a copy of your schedule posted in your homeroom.

3. Using your agenda

Keep all homework assignments, meetings, practices and due dates recorded in your agenda. At the end of the day, students should review what is on the clipboard to ensure that they have written down all reminders for the day.

The agenda also contains valuable information about school rules and policies that you should consult whenever you have questions.

4. Headings on work and proper writing format

Titles must be centered at the top of your page and preferably underlined in red so that they stand out. Dates should be written neatly on the right side of the page and also underlined in red. You should also write the date on any photocopied sheets the teacher distributes.

Notes and assignments should be written neatly in blue or black ink. Typed work is also permitted but not required unless adequate computer time has been given in class.

5. Handing in work

You must respect deadlines for assignments unless you have a valid excuse. Your parents will be notified if you show a habit of submitting work late.

6. Coming to class prepared

You are not permitted to return to your locker to find textbooks, binders or school supplies after the first few weeks of school. It is your responsibility to follow your schedule and come prepared for each class.

D. Emergencies

1. If you need to leave the classroom

Please raise your hand and continue to work until the teacher gives you permission to leave the classroom. When you leave, you must give your agenda to the teacher so she can sign it and record the time you left. When you come back, please retrieve your agenda. Only one student is permitted to leave the class at a time. Please do not ask to go to the washroom while someone is speaking or a lesson is being taught unless it is urgent.

2. Fire drill

We will have several fire drills this year. When the bell rings, leave everything on your desk and walk calmly but quickly out of the classroom. The last person to leave the classroom must close the door.

Our exit is directly to our left outside the building. Walk to the bottom of the hill, off the road and wait for the teacher there so she can take attendance. You must stay together as a class throughout the drill.

3. Lock down practice

During a lock down practice, we must sit together silently against the wall, on the floor, until we receive notice that the drill is complete.

4. Illness

You must tell the teacher if you feel ill and need to leave the room suddenly. In emergencies you may leave the room without signing out if the teacher is aware that you have left.