# hh01677_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )

# Media I

#### August 29, 2011

### Mr. Bastos

Period \_\_\_\_\_\_\_

Procedure #1

# Entering the Room

1. Pick up any papers from the center of the table.
2. Place your backpack or bag in the back or side of the room.
3. Take your media binder out of your backpack.
4. Place your homework in the homework bin.
5. Sit in your seat.
6. Complete the focus activity.
7. After finishing, *wait quietly*.

**Procedure #2**



# bd10373_Gaining Attention



1. When you see Mr. Bastos raise his hand, put your utensils down.
2. Silence all talking.
3. Face front.
4. Respond by raising your writing hand.
5. Listen. I have something important to say.





**Procedure #3**

# Dismissal

1. The bell does not dismiss class; I do.
2. Three minutes before the end of class, a timer will ring.
3. When you hear the bell, respond by raising your hand.
4. Answer my three questions.
5. Clean up your area (tables, floor, etc.)
6. When your area is cleaned, face front.
7. I will dismiss by tables at the end of class.
8. **Push in your chair** and politely leave the room.

**Procedure #4**

## Absence

1. Extra copies of assignments will be in the absence station.
2. Check my lesson plans in the binder.
3. If you have any questions about when you were absent, check with **three** friends.
4. If **all four** of you still have a question about what was covered in class, **ask as a group** during free time.
5. I will inform you when all work has been posted online instead to the media website.

**Procedure #5**

# Fire Drill

1. Do **NOT** talk during the drill.
2. Turn right out of the door.
3. Walk up the stairs and out of the building.
4. Walk forward through the parking lot.
5. Collect with media I classmates near the end of visitors’ lot.
6. Respond to attendance call with, “Here.”
7. **When I allow**, walk back into the building and **immediately** to our room.

**Procedure #6**

# Homework

1. Complete your homework **before class.**
2. Place homework in the bin **before the beginning of class.**
3. Late homework is turned in ANY WORK turned in after the beginning of class.
4. Late homework ***will not be accepted for credit***.





Procedure #7

# Tardiness

1. Be in the room when the bell finishes ringing
2. I will indicate to you that you are tardy.
3. Sign in on the clipboard, indicating tardiness.
4. You will be permitted three occasions of tardiness during the school year.
5. On the fourth tardy, you will spend an afternoon in arrival remediation (detention).
6. Further tardiness will be responded to in accordance with handbook.

**Procedure # 8**

**Heading a paper**

1. Write *your name* in the upper right of the paper.
2. Write *Media I*.
3. Write *today’s date*.
4. Write *Mr. Bastos*.
5. Write *your period*.
6. Write the name of the assignment on the top line of the paper

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**Procedure #9**

# Leaving the room for a privilege

1. Ask for a green pass.
2. **YOU** **WRITE THE PASS** ***in pen*** excepting the signature.
3. Ask for my signature
4. After getting my signature, sign out on the clipboard.
5. Indicate the date.
6. Quickly complete the requested task, and return to our room.
7. Upon return, sign back in with the correct time.
8. *Return the pass to me*!
9. *Remember – you lose one bonus point EACH TIME you leave the room!*

**Procedure #10**

# *Borrowing* a Writing Utensil

1. Ask me for a writing utensil *as soon as you enter the classroom.*
2. Trade a valuable item (not for a writing utensil from the block.
3. Use it for the period.
4. Return the utensil before the period is over, and collect your collateral. \*







\* I will not be responsible for items left beyond the period.

Procedure #11

# Character points

1. Everyone will receive **25 character points** for displaying appropriate behavior and character**.**
2. You will lose character points in **5 point increments** for displaying behavior that disrupts the class or does not model appropriate character traits**.**
3. Examples of ways to lose character points include being late to class, name calling, rude behavior, refusal to work with another student, drawing attention to yourself, not caring for equipment or using it in inappropriate manner. This includes being on websites not related to classroom material. All of these things violate the Media Honor Code. These are just a few examples and other behavior can be included.
4. Major infractions including handbook violations will be handled by teacher detention or by the office.
5. At the end of the nine weeks, students may earn back up to five points but are not guaranteed.

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Procedure #12

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## Keeping your binder

1. ![MCHH00062_0000[1]]()Bring your binder to class **each day**.
2. Store a notebook in the front of your binder.
3. Place all class materials in chronological order.
4. File procedures in the back of your notebook.
5. ![MCj03045450000[1]]()Keep ONLY media materials in your notebook.
6. Do NOT put ANY other class materials in binder.
7. Keep your binder clean.

**Procedure #13**

![MCj03981330000[1]]()

Quiz

1. Complete the focus activity.
2. Clear all materials from the table excepting a writing utensil.
3. Build a small study carol using two folders.
4. ![MCED00233_0000[1]]()Ask any last-moment questions.
5. When the test or quiz is distributed, silence is required.
6. After completing the test or quiz, review all answers.
7. Place the test or quiz face down.
8. Place folders on top of the test or quiz.
9. Maintain silence until all tests or quizzes have been collected.

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