



Procedures for 8th Grade Reading Class
(Better Known as “Frequently Asked Questions by Students”)
2013-2014

1. **Beginning Class Procedure: I am sitting down and waiting for class to start. Now what do I do?**
 - a. Look at the right-hand side board.
 - b. Identify the directions given in the Charger Time section.
 - c. Successfully complete the directions given in the Charter Time section.
 - d. When done, read a book or wait quietly until given further directions.

2. **Completing Homework Procedure: I have been handed my homework and am ready to complete it for class. Now what do I do?**
 - a. FIRST: on the top right hand corner of your paper, write your first name and last name for the first line, your class title for the second line, and the date for the third line.
 - b. Second: read the directions.
 - c. Third: wait for further instructions before starting.
 - d. Last: after given instructions, start to complete your homework.
 - e. If you have a question, simply ask Mr. Slattery.

3. **Handing In Homework Procedure: I need to hand my work in because Mr. Slattery is collecting it. Now what do I do?**
 - a. When instructed, quietly hand your paper to the person who is sitting directly in front of you.
 - b. When receiving a paper from persons behind you, hand their papers to the person sitting directly in front of you.
 - c. If you are the first person in your row, check for all papers from your row and hand your pile to the first person in the next row to your right.
 - d. Wait for Mr. Slattery to pick up the papers from your desk.

4. **Absent Procedure: I was absent. Now what do I do?**
 - a. Do **NOT** inform Mr. Slattery you were absent right as class starts (after the second bell rings). See him before the second bell, during a quiet time during class, before school, or during Guided Instruction.
 - b. Check the front board for the day(s) you were absent.
 - c. Check with a reliable friend for what happened while you were gone.
 - d. Check with a reliable friend for what work was given and graded while you were gone.
 - e. Get in contact with Mr. Slattery before the first bell, during a quiet time during class, before school, or after school and let him know what you are doing to get your work in.
 - f. *Please note: you only have two days per absent day to make up any missing work, **up to ten days.***

- 5. Unprepared Procedure: I forgot to bring a pen or pencil to class. Now what do I do?**
 - a. Quietly borrow one from a reliable friend or from the front handout desk.
 - b. Quietly borrow one from the Student Handout Center.

- 6. Unprepared Procedure: I did not do my homework. Now what do I do?**
 - a. Honestly inform Mr. Slattery that you are not done with your work.
 - b. Wait for Mr. Slattery to explain to you the results of your incomplete work. Possible results of incomplete work are:
 - i. Loss of points in the grade book.
 - ii. Lunch bunch.
 - iii. After school resource time.
 - iv. Phone call home.
 - v. Other.
 - c. When finished with your late work, hand it directly to Mr. Slattery

- 7. Ending Class Procedure: It's the end of class and I have to get to my next subject because the bell has rung. Now what do I do?**
 - a. Continue with your work from that day's presentation until you are informed by your teacher that class has ended. The ringing of the bell is a reminder to teachers that they should think about releasing their students from the day's presentation.
 - b. Wait for the "magic words" that will release you for your next class.
 - c. When given the "magic words", quietly file out of class and head to your next destination.

- 8. During Class Procedure: It's work time in class and I just finished my homework. Now what do I do?**
 - a. Quietly pull out your book and read.
 - b. OR quietly work on your Reading Log.

- 9. I would like to know if I am missing work from 8th Grade Reading Class. Now what do I do?**
 - a. Get your Skyward-Family Access Login and Password.
 - b. Go to Family Access and enter both Login and Password.
 - c. Check for grades in all assignments.
 - d. If a grade does not appear for a specific assignment, you may want to investigate further.
 - e. Get in contact with Mr. Slattery before the second bell, during a quiet time during class, before school, or during Guided Instruction and enquire if you can still complete late work.

- 10. I would like to know my grade for 8th Grade Reading Class. Now what do I do?**
 - a. Get your Family Access Login and Password.
 - b. Go to Family Access and enter both Login and Password.
 - c. Check the specific class (es) for your grades.

11. During Class Procedure: I have misplaced yesterday's handouts. Now what do I do?

- a. Quietly get up from your desk.
- b. Go to the back of the room.
- c. Go to the Student Handout Center bookcase.
- d. Look in the "ALL EXTRA HANDOUTS" section of the bookcase.
- e. Look at the shelves and how they are organized.
- f. Take the sheet(s) that you need.
- g. Quietly go back to your desk, sit down, and continue on with class.

12. During Class Procedure: I have misplaced my Reading Log. Now what do I do?

- a. Quietly get up from your desk.
- b. Go to the back of the room.
- c. Go to the Student Handout Center bookcase.
- d. Look in the "ALL EXTRA HANDOUTS" section of the bookcase.
- e. Get a new Reading Log sheet and fill it out.

13. During Class Procedure: I am done with my Reading Log sheet. Now what do I do?

- a. Quietly go to the back of the room.
- b. Go to the Student Handout Center bookcase.
- c. Find the "Hand in Completed Logs Here" poster.
- d. Place your completed Reading Log sheet into the bin for your class hour.
- e. Do a quiet "Happy Dance" as you make your way to your desk.

14. I do not have a book to read. Now what do I do?

- a. Quietly go to the back of the room.
- b. Check out the MANY great titles from the classroom library.
- c. Go to the Check-Out Binder and fill out the categories.
- d. Sit down and start to enjoy your book by reading it.
- e. OR ask for a pass to the LMC.

15. During Class Procedure: I would like to check out a book from the classroom library. Now what do I do?

- a. Quietly go to the back of the room.
- b. Find the Check-Out Binder and fill out the categories.
- c. Sit down and start to enjoy your book by reading it.

16. During Class Procedure: I have a band lesson. Now what do I do?

- a. Present your teacher with your pass before class starts.
- b. Ask them to sign it before class.
- c. When it is time to leave, quietly stand up and leave the room.
- d. If time permits and you come back to class, check with a reliable friend for what happened while you were gone.

17. During Class Procedure: I have an early dismissal. Now what do I do?

- a. Present your teacher with your pass before class starts.
- b. When it is time to leave, quietly stand up and leave the room.
- c. If time permits and you come back to class, check with a reliable friend for what happened while you were gone.

18. During Class Procedure: I have an early dismissal because of sports. Now what do I do?

- a. When permission is given to leave, quietly stand up and leave the room.
- b. Make sure you have the assignment for the next day's class.
- c. Complete all work for the next day's class.

19. During Class Procedure: I have to use the bathroom. Now what do I do?

- a. Use the bathroom before or after class, not during.
- b. Students are only allowed passes for excessive emergencies.

20. During Class Procedure: I have to get a drink. Now what do I do?

- a. Get a drink before or after class, not during.

21. During Class Procedure: I have to ask a teacher or staff member a question. Now what do I do?

- a. If classroom time permits, ask Mr. Slattery if there would be an opportunity to complete this task.
- b. Wait for further instructions.

22. I have to ask Mr. Slattery a question on homework but I am not in his class right now. Now what do I do?

- a. Keep your cool.
- b. See Mr. Slattery before school, after school, or during A/A time.
- c. Check with a reliable friend for help.
- d. Trying to call House 3 is always an option (Ext. Number 4012).
- e. Emailing Mr. Slattery is always really good too.
- f. Try the homework as best as you can. If there was genuine confusion, some work can be redone. See Mr. Slattery for details. Remember to TRY.