**Procedures**

**Entering and Exiting the Classroom**

1. ENTER through the FRONT door in a single file line
2. Bless yourself with Holy Water from the bowl containing Holy Water on the prayer table. Dip your hand in the bowl, and do the Sign of the Cross.
3. Take your seat quietly at your desk.
4. Ready your materials/supplies for class, and begin bell work if there is bell work.
5. Put your backpack UNDER your desk and to the right.

BACKPACKS MUST **NOT** OBSTRUCT ANY PATHWAYS WHATSOEVER!!!

1. When leaving the classroom, WAIT for the teacher to dismiss you to line up.Then, EXIT through the BACK door in a single file line or one at a time.Bless yourself again with the Holy Water by the door as you exit.

**REMEMBER TO REMAIN QUIET AS YOU WALK THROUGH THE HALLS!!! THERE ARE OTHER CLASSES IN PROGRESS!**

**Restroom Sign Out**

1. Hold two crossed fingers up to indicate to the teacher that you would like to use the restroom.
2. If Ms. Tharayil (or the teacher) gives you permission to do so, get up, go sign out your name and the time of your departure on the “Restroom Clipboard.” The “Restroom Clipboard” is located under the “Job Chart” wall, in between the filing cabinets.
3. Take the “Hall Pass” and exit through the back door.
4. When you return, knock on the front door, and it will be opened for you.
5. On the restroom clipboard, sign in your return time.
6. Return to your seat quietly.

**YOU ARE ALLOWED A MAXIMUM OF 8 MINUTES FOR A RESTROOM BREAK!**

**YOU ARE ALLOWED A MAXIMUM OF 3 RESTROOM BREAKS FOR EACH WEEK!**

**Sharpening Pencils**

You may sharpen your pencils quietly at the trash cans only when the teacher is NOT providing important information.

The best practice is to ensure your pencils are sharpened BEFORE class begins, and to always have MULTIPLE sharpened pencils. I would also HIGHLY recommend bringing your own personal sharpener with a container to trap pencil shavings.

If you must do so, you may sharpen your pencil during your independent work. Pencil sharpening should take a maximum of **2 minutes.**

**Homework and Submitting Work**

* You are required to keep an “Assignments” folder that will have at least 2 major sections, which are CLEARLY labeled: 1) To-Do Assignments and 2) Graded Assignments
  + “To-Do Assignments” Section: In this section, you will copy down and file all the assignments that you need to complete
  + “Graded Assignments” Section: In this section, you will file all graded and returned assignments. Assignments should be filed chronologically. You will be provided a log sheet to keep a record of all your returned and graded assignments. This will be very helpful as you build your portfolio (more details on the portfolio described below).

Note: Assignment folders will be checked periodically to ensure that they are being updated.

*Submitting Homework:*

* There will be trays on the white table at the back of the class with subject names labeled on them. When told to do so, turn in your work to these trays. \*Generally, work will be due at the beginning of class, so you may turn in your work into the trays as soon as you set your belongings down.\*

**BEFORE YOU TURN IN YOUR WORK...**

**...**make sure your work has the following information (in the SAME order) on the top right hand corner of your page, or on the bottom center of your title page:

* + **FIRST NAME LAST NAME, Number**
  + **Grade and Subject (ex: 7th Science, 8th Writing, etc.)**
  + **Teacher: “Ms. Tharayil”**
  + **Period**
  + **DATE**
* Sometimes, you may need to submit your work online. Instructions for submitting work online will be provided for each assignment for which this requirement may exist.

**Absent/Make-up Work**

1. If you are absent, immediately go to the “Make-up Work” corner of the classroom
2. Look in each subject folder and copy down or take a copy of each assignment and note their due dates
3. File these assignments in the “To-Do Assignments” section of your Assignment Folder
4. Take and fill out a purple “Absent” slip to attach to these make-up work assignments
5. If you are unclear about an assignment’s directions/requirements either:

* Talk to the teacher before or after class
* Sign up for a meeting time with the teacher on the “Meeting with Teacher” clipboard

**Teacher Meeting Sign Up:**

* Ms. Tharayil will try to hold office hours every Tuesday from 3;00pm-4:00pm. You may also sign up for an appointment to meet with the teacher at another time.
* To make an appointment with Ms. Tharayil:

1. Go to the clipboard/folder with the appointment sign up sheet and fill it out.
2. Indicate:

-Your name (first and last);

-Date and Time you would like to meet;

-The reason for the meeting (this is optional, but it is helpful for me so I can better prepare for our meeting)

1. Check back on the sign-up to see if I have checked and initialed the column confirming whether I can or cannot meet with you.

-If I have initialed the column confirming the time, then I will expect to meet with you then

\*While you are welcome to stop by during office hours without an appointment, it will still be helpful for me if you sign up on the appointment sheet if you plan on coming to an office hour\*