**Procedures for Ms. An’s Class**

**Entering the Class:** Enter before the bell rings and pick up a calculator on your way to the seat. Make sure you sign your name on the Calculator Check Out Sheet.

**Warm Up:** Once in your seat, begin warm up right away. The warm up will be posted on the board and usually lasts around 5 minutes.

**Using restroom:** Each student will have 4 bathroom passes per quarter. Students may use the restroom ONLY during independent work time – complete the pass with your name, the date, and the time then raise your hand to ask permission. STUDENTS WILL NOT BE ALLOWED TO USE THE RESTROOM DURING NOTES.

**Getting Materials/Sharpening Pencil:** If you need extra materials, raise your hand to ask permission to obtain the materials – we will not have students walking around during the middle of class.

**Leaving the class:** The last five minutes of each class will be spent completing an exit ticket; they are used to assess the class after an objective has been taught. Students must turn in the exit ticket when they leave the class, and each student’s are must be clean when students leave.