SHAW HIGH SCHOOL

CLASS RULES AND PROCEDURES FOR CHOIR

Ms. Dooley, Music

Room 421

Procedures are a part of life. We follow procedures for using a telephone book, boarding an airplane, approaching a traffic light, and attending a wedding. The reason we have procedures in life is so that people can function in society knowing the acceptable and efficient ways other people do things.

There are also procedures in the classroom. They will be explained by Ms. Dooley, rehearsed and reinforced by all of us. New procedures may be introduced throughout the semester. These procedures establish our classroom culture. **In music, we MUST work as a TEAM to be successful.**

**\* ENTERING THE CLASSROOM**

 You have 4 minutes to perform the following tasks before the bell rings:

1. Enter Quietly. Cell phones and all other electronic devices are to be off and left in assigned cubby. Items such as purses and backpacks should be left in the back of the room (near or in the music storage cabinets).
2. Get required spiral notebook and pencil out of the assigned cabinet.
3. Sharpen pencil if needed.
4. Go directly to assigned seat. See board for occasional changes in the seating assignment.
5. The daily assignment will be posted on the board. Be quiet and follow instructions!

**ABSOLUTLY NO:**

 **\*FOOD**

 **\*DRINKS (ONLY PLAIN WATER)**

 **\*GUM**

**\*CELL PHONE OR ELECTRONIC DEVICE USE (MUST BE TURNED OFF AND PLACED IN ASSIGNED CUBBY)**

**\* LEAVING THE CLASSROOM DURING CLASS TIME**

1. Take care of personal needs before entering the classroom. This includes going to the bathroom and getting water. Students are encouraged to bring bottled water to class.

2. Students may not use the hall pass 10 minutes after class begins and 10 minutes before class ends.

3. Students may leave only for a sudden emergency or if feeling sick. YOU SHOULD NOT BE AT SCHOOL IF YOU ARE ILL.

4. If a student is called to the office, leave quietly. Other students do not make comments when a student leaves or enters the classroom.

5. Students will be given 6 passes per term to leave the classroom for any reason. USE THE PASS WISELY! Students will quietly pull their index card and have their sectional leader sign and date the pass on the index card when leaving and returning.

**\* END OF CLASS DISMISSAL**

1. **THE TEACHER DISMISSES THE CLASS, NOT THE BELL OR THE STUDENT**

2. Remain in your seat or standing position until Ms. Dooley dismisses the class. Sufficient time will be given for choir students to put away binders.

**\* CITENZENSHIP BOOK**

 This book is located on the cabinet in the choir room. Each student is responsible for his or her behavior. Offences will be recorded in the Citizenship Book and dealt with based on consequences listed below. Students are expected to attend each class period punctually, prepared to participate. Students are expected to know the class procedures and rules and follow them. Students will be required to print and sign their name, write the date, and record the offense in this book for the following offenses:

1. Students must be on time to class and all rehearsals and concerts. “On time” means to be in your seat with your binder and a pencil. Unexcused tardies are not allowed and considered an offense. Detention will be given after two unexcused absences.

 2. NO GUM or other kinds of food or drink (excluding water) in the classroom or at any rehearsal/performance.

3. **Absolutely NO Cell phone or electronic device usage. MCSD cell phone policy will be followed (see page 41 in Student Handbook)!**

4. Being disrespectful to ANYONE or disruptive during class, rehearsals, and performances will not be tolerated!

 5. Other rule violations or disruptions (teacher’s discretion).

**\*OFFENSE CONSEQUENCES:**

 **1st Offense Warning to student**

 **2nd Offense Detention (see page 40 in the student handbook), a teacher conference with Ms. Dooley, and parent will be notified.**

**3rd Offense Detention, a conference with Ms. Dooley, and parent will be notified.**

 **4th Offense Administrator referral.**

 **5th Offense Administrator referral, conference with student, parent, Ms. Dooley, and a guidance counselor.**

**\* WHEN YOU ARE TARDY**

1. **EXCUSED** - The student must immediately present an admit slip to Ms. Dooley from the office, a teacher or an administrator in order for the tardy to be considered an excused tardy.

2. **UNEXCUSED** - Print and sign your name in the **Citizenship Book**.

**\* WHEN YOU ARE ABSENT (See pages 22-24 in Student Handbook)**

1. School policy on absenteeism will be followed.
2. Make-up work at the teacher’s discretion may be possible. It is the student’s responsibility to arrange a meeting with Ms. Dooley and to complete the make-up work in the time decided by Ms. Dooley.

**\*MUSIC CHECK IN AND OUT - MISSING MUSIC - FEES**

Each student is responsible for the music that is assigned. No folder or music belonging to the choir program or Ms. Dooley will leave the classroom. The only exception is if the student receives permission from Ms. Dooley and all required information is completed in the Music Check In / Out Binder located in the choir room library. If your music is not returned by the end of each semester, you will be charged $5.00 for each missing selection at the end of the school year.

**\*GETTING CLASS ATTENTION**

ABSOLUTLY NO TALKING OR INTERRUPTIONS ONCE CLASS HAS STARTED!! This is not the time to socialize.

**\*STUDENTS SEEKING HELP**

 To Obtain the Teacher’s Attention – **SIMPLY RAISE YOUR HAND!**

 **Please use common courtesy and do not ever interrupt anyone in the class!**

 **This slows down the pacing of the rehearsal and valuable time is lost.**

**\*REQUIRED MATERIALS**

1. Students are required to bring a pencil (pen not acceptable in music class) and keep a 3-ring binder in their assigned slot. The binder and music/books should stay in the classroom at all times. Do not use music class binder for other subjects.

 2. Sharpen pencil before the class start bell.

**TURNING IN PAPERS**

 Heading for all paperwork (homework, tests, reports, etc.)

 **YOU’RE NAME**

 **CLAA PERIOD**

 **CLASS NAME**

 **DATE**

 1. Pass paper down the row

 2. Pay attention. No poking, hitting, or dropping papers.

 3. The person on each end of a row will hold the papers until I or a designated student collect the papers.

**WORKING IN GROUPS OR SECTIONALS**

 1. Remain in seat or standing position and **listen** for instructions.

2. Go directly to assigned group in the designated area. Be attentive and respectful to the student sectional leader!!!!

 3. Immediately begin and continue work until dismissed.

 4. Return to assigned seat or standing position quietly and immediately.

**WHEN YOU FINISH WORK EARLY (INDIVIDUAL OR GROUP)**

 1. Individual – Remain quiet. Students may read, draw, or do other homework. Do not talk and disturb others still working.

 2. Group – Return to assigned seat and remain quiet or wait quietly in your group if a group presentation is required.

**CLASS INTERRUPTIONS**

 This includes visitors, telephone calls, emergency drills, etc.

1. Students are to remain quiet and in their seats or standing position and allow Ms. Dooley to take care of the situation.

2. Emergency drills will be practiced. Remain quiet and **listen** for instructions from Ms. Dooley or the person speaking on the intercom. Exit routes and procedures will be posted in the classroom. Remain calm and exit quietly and quickly.

**WHEN YOU NEED TO MEET WITH MS. DOOLEY**

If the student has a concern, suggestion, etc. related to choir class, they are strongly encourage to come speak to Ms. Dooley first:

I want to hear what you have to say! Do not let problems fester. This only hurts you and others. If other people need to be involved, we will involve them appropriately and by school protocol.

Students can arrange meetings with Ms. Dooley before or after school.

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**LET’S HAVE A GRAND YEAR OF LEARNING!!!!**

**Great things are likely to happen if we all adhere to the class rules and procedures.**