

# Procedures

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## Magister Ricard

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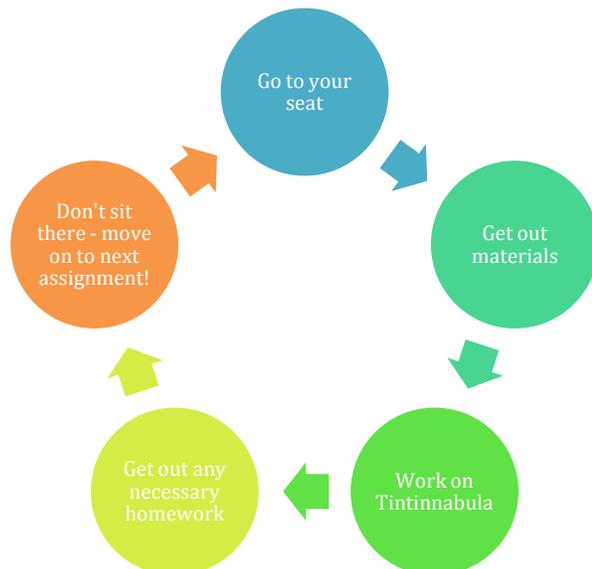


Procedures are a part of life: we have them in every aspect of our lives. For example, when you board an airplane you need to check-in your bags and retrieve your boarding pass for your assigned seat. When you drive a car (for those of you who can!) you have to drive on the right side of the road in order to avoid creating or being in accidents; you also have to obey street lights and street signs as well. When you attend a concert or movie or even when you buy new clothes – all of these things have procedures that you must follow. The reason we use procedures is to offer an efficient and reasonable way for us all to interact in our society. Procedures help us get things done and allow us to interact safely and with ease.

So why would attending school be any different? The way people interact with each other defines their culture – a culture is simply the prevailing way a group functions. We are not only learning about an ancient culture like the Romans for instance, but we are also developing a classroom culture as well. So, we need to have procedures in order to develop our learning environment.

## The Basics

*Here are the 5 basic procedures for our classroom culture:*



### 1. Entering the Classroom

*Homeroom students – you have 10 minutes for announcements then on to Sustained Silent Reading for the final 20 minutes. Be prepared to fill out any forms or information that is required.*

## 2. Attention (Ecce!)

If I need your attention I will either raise my hand silently or give you the “*Stare of Dali*”! You will do the following:

1. Freeze
2. Turn and face me being still and quiet (in *hesychia*!)
3. Be ready to listen for instructions

## 3. Seeking Help and Asking Questions

When working on an assignment, simply stand your textbook up and *continue working*. I will come by your desk and answer your question as quickly as I can. If there is no textbook, simply raise your hand and wait for my assistance but *continue working*. Please do not interrupt the class by trying to get my attention.

While in a discussion, if you have a question simply raise your hand and wait for me or the person speaking to call on you. Do not shout out or speak over each other by voicing your ideas out loud. There will be time for everyone to express themselves!

If I have a procedure to get your attention, you likewise should have one to get mine. There are two scenarios for this: while you are working on an

assignment or while we are in a discussion.

*The reason for these procedures is simple – we would like to keep a quiet, courteous and calm learning environment.*

## 4. Passing in Papers

- Just pass in papers when I ask – no funny stuff!
- On occasion I may designate someone to be the class *legatus* (see Rotating Jobs) who will collect the papers and place in the appropriate box.
- If you are making up an assignment, this can be turned in as well with the rest of the work

## 5. Leaving the Classroom

Just as there is a procedure to enter class, there is a procedure to leave class. You are to remain seated until I dismiss the class. The bell does not dismiss class. Students do not dismiss class. The teacher dismisses the class. *Gratias!*

Students in my class at the end of the day should remain quiet for announcements, etc.

# The Other Classroom Procedures

*Here are the more specific procedures for running our class*

## 6. Requesting a Hall Pass/Bathroom Breaks

- At an appropriate time, you must follow the same procedure for asking me for help (raise hand, stand up textbook – just stay quiet!)
- Fill out your agenda completely, leaving it blank for my signature
- After signing the agenda, proceed to your destination quickly and quietly
- Please be quiet and courteous upon your return to class

## 7. Forming your Hills (Group Work)

- When instructed, students will quietly gather their things and move to their designated area for their assigned hill (for group activities)
- If this requires moving desks, students will do so as quickly and as quietly as possible
- [*When group activity is over, if any desks were moved, they must be placed back in their original position*]
- The *lictor* will gather the necessary materials for the group and keep track of time limits (see Group Activities and Job Descriptions)
- Be prepared to receive instruction once assembled
- Instructions for group activity will either be on the board or on the materials provided
- If finished early, follow class procedures for Early Completion (see below)
- Wait for my instructions when the group activity is over

## 8. Early Completion of Work

If you finish your work early, there are some procedures we must follow in order to allow everyone in the class the opportunity to work in our *superior classroom culture*! Here is what you should do:

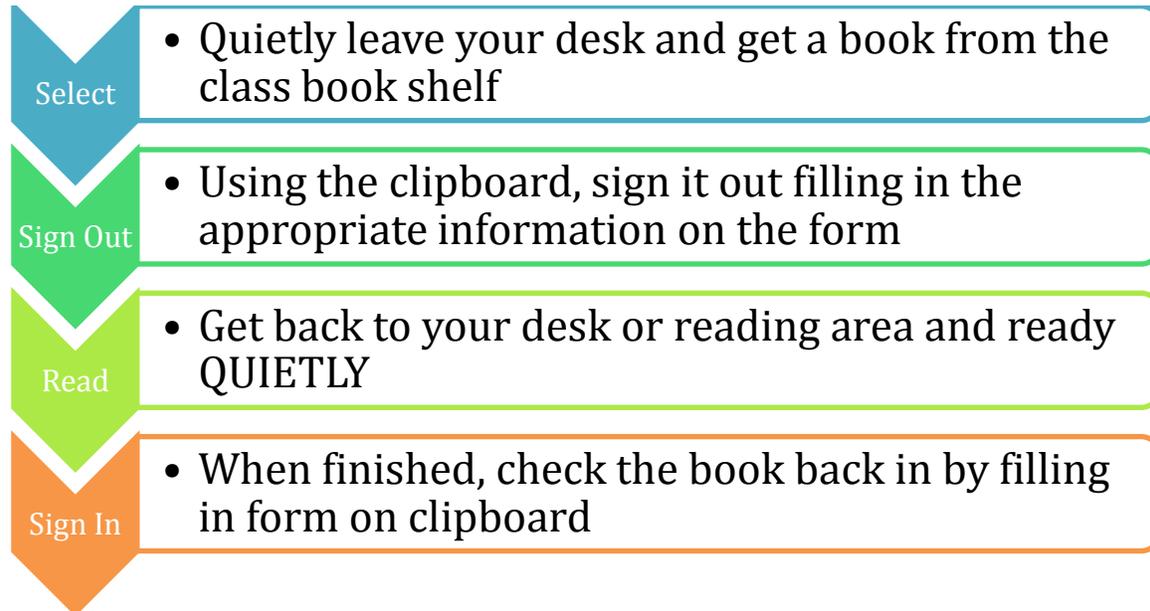
- Double check your work and be sure you followed ALL instructions
- Do NOT turn in work early, hold on to it and turn it in with the rest of the class (unless otherwise instructed)
- Simply turn your work over on your desk

After that you may do one of the following (in this order):

1. Work on incomplete assignments and makeup work – for MY CLASS ONLY!
2. Study for an upcoming test or quiz – for MY CLASS ONLY!
3. Sign out a book in class and read it quietly at your desk (see procedures for Signing Out a Book below)
4. Draw! Write poetry! (Yes! Do something creative for a change!)

You may not do work or study for other classes! There is always something for you to do in our class. Latin isn't a dead language, but its survival depends on YOU! *No pressure!*

## 9. Signing Out a Book



## 10. Absences and Tardies

- Simply follow the procedures for Entering the Classroom
  - If tardy, place tardy slip on your desk for me to collect
  - If absent, place absent slip on your desk for me to collect
- I will return the forms to you, if necessary
- If you are tardy ask your neighbor quietly what you missed – otherwise, get my attention in the appropriate way (see 3. Seeking Help and Asking Questions)
- If you were absent, see 12. Requesting Make-up Work (below)

## 11. Requesting Make-up Work

*You have two class periods to make up your missing assignments.*

- First, *after* you have completed your *Tintinnabula*, simply walk over to the make-up work stacks and find the appropriate work or forms you need in the class folder
- If there are no handouts or worksheets, then fill out an Assessment Make-up Request Form and return to me. Once I find the missing assignments, I will return the form to you and you will be responsible for making up the work.
- If the assignment was a test or quiz, you will also need to fill out an Assessment Make-up Request Form.
- Make-up work must be turned in when other work is collected usually at the end of the period or upon my request.
- Make sure your made-up assignment has MAKE UP WORK written across the top of the assignment as part of your header

*You are responsible for finding out what work you missed and making it up. I will not accept make-up work late.*

## 12. Heading Your Work

In order for me to not go *cRaZy*, I want you to follow a standard format for heading your work:

|            |
|------------|
| Name       |
| Period     |
| Date       |
| Assignment |

Again, if it is a make-up assignment:

|                |
|----------------|
| <b>MAKE-UP</b> |
| Name           |
| Period         |
| Date           |
| Assignment     |

## 13. Sharpening Your Pencil, Trash, et cetera

You may leave your desk in order to sharpen your pencil and throw away trash. The only request that I have is that you do so as quietly as possible and *not during discussions, lectures, quizzes and tests*.

*A note about trash – you should not be rifling through your backpack in order to clean it out during class time! I don't want people compiling trash heaps on their desks! Just use common sense!*

## 14. Requesting Extra Help/Tutoring or a Conference

I am always here to help you and will gladly do whatever I can to make sure you are getting the best education that I can offer. This means NEVER HESITATE to ask for help!

- I usually have one day a week where I offer extra help outside of class after school. There is a sign-up sheet that will be used for this purpose. If I am holding a study session or a lab, I will notify you and you will have to fill out the Tutoring/Conference Request Form.
- If you would like to schedule a conference, simply fill out a Tutoring/Conference Request Form and indicate what day and date you would like. We will have to make arrangements and I will try to do so in a timely fashion.