# http://upload.wikimedia.org/wikipedia/commons/thumb/2/22/RO_Roadsign_14.svg/600px-RO_Roadsign_14.svg.pnghh01677_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Media I

#### September 18, 2015

### Mr. Bastos

Period \_\_\_\_\_\_\_

Procedure #1

# Entering the Room

1. Pick up any papers from the center of the table.
2. Place your backpack or bag in the back or side of the room.
3. Take your *media binder* out of your backpack.
4. Place your homework in the mailbox.
5. Sit in your seat.
6. Take out your book, and read.

(Yes. Every day.)

**Procedure #2**

# Dismissal

1. The bell does not dismiss class; I do.
2. Before the end of class, I will ask three questions.
3. Answer my three questions.
4. Clean up your area (tables, floor, etc.)
5. When your area is cleaned, face front.
6. When the bell rings, **Push in your chair** and politely leave the room.

**Procedure #3**

## Absence

1. If you are absent, check the website, mrbastos.weebly.com
2. Check updates on the remind app.
3. If you have any questions about when you were absent, check with **three** friends.
4. If **all four** of you still have a question about what was covered in class, **ask as a group** during work time.

# PROCEDURE #4

# Homework

1. Complete your homework before class.
2. Place homework in the mailbox before the beginning of class.
3. Late homework is turned in ANY WORK turned in after the beginning of class.
4. Late homework *will be accepted any time in the future*.
5. I will not chase you for late homework. You must turn it in yourself.
6. Please do not complete homework during class work time. 

# PROCEDURE #5

# Tardiness

1. Be in the room when the bell finishes ringing
2. I will indicate to you that you are tardy.
3. Sign in on the clipboard, indicating tardiness.
4. You will be permitted three occasions of tardiness during the school year.
5. On the fourth tardy, you will spend an afternoon in arrival remediation (detention).
6. Further tardiness will be responded to in accordance with handbook.

**Procedure #6**

**Heading a paper**

1. Write *your name* in the upper right of the paper.
2. Write *Media I*.
3. Write *today’s date*.
4. Write *Mr. Bastos*.
5. Write *your period*.
6. Write the name of the assignment on the top line of the paper

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**Procedure #7**

# Leaving the room for a privilege

1. Ask for a pink pass.
2. **YOU** **WRITE THE PASS** ***in pen*** excepting the signature.
3. Ask for my signature
4. After getting my signature, sign out on the clipboard.
5. Indicate the date.
6. Quickly complete the requested task, and return to our room.
7. Upon return, sign back in with the correct time.
8. *Return the pass to me* when you return!

**Procedure #8**

# *Borrowing* a Writing Utensil

1. Ask me for a writing utensil ***as soon as you enter the classroom.***
2. Trade a valuable item (not a shoe) for a writing utensil.
3. Use it for the period.
4. Return the utensil before the period is over, and collect your collateral. \*







\* I will not be responsible for items left beyond the period.

Procedure #9

# Character points

1. Everyone will receive **45 character points** for displaying appropriate behavior and character**.**
2. Every day, you will earn one character point for bringing all appropriate materials to class. If you need any items, you will lose that point for the day.
3. First time – or minor infractions will be penalized one point per day (no writing utensil, no pleasure reading book, not getting started).
4. You will lose character points in **5 point increments** for displaying behavior that disrupts the class or does not model appropriate character traits**. You may also be penalized for repeated infractions.**
5. Examples of ways to lose character points include being late to class, name calling, rude behavior, refusal to work with another student, drawing attention to yourself, not caring for equipment or using it in inappropriate manner. This includes being on websites not related to classroom material. All of these things violate the Media Honor Code. These are just a few examples and other behavior can be included.
6. Major infractions including handbook violations will be handled by teacher detention or by the office.

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Procedure #10

![MCj03407900000[1]]()

## Keeping your binder

1. Bring your binder to class **each day**.
2. Store a notebook in the front of your binder.
3. Place all class materials in chronological order.
4. File procedures in the back of your binder.
5. Keep ONLY media materials in your notebook.
6. Do NOT put ANY other class materials in binder.
7. Keep your binder clean.

![MCHH00062_0000[1]]()

**![MCj03045450000[1]]()**

**Procedure #11**

# bd06724_Fire Drill

1. Do **NOT** talk during the drill.
2. Turn right out of the door.
3. Walk up the stairs and out of the building.
4. Walk forward through the parking lot.
5. Collect with media I classmates in our place.
6. Respond to attendance call with, “Here.”

**When I allow**, walk back into the building **immediately** to our room.

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**Procedure #12**

# Treating a Substitute

1. RESPECT the substitute.
2. Greet the substitute.
3. If a sub does something differently, respect his or her wishes.
4. Help with **any** concerns



**Procedure #1**![MCj03981330000[1]]()**3**

Quiz or Test

1. Complete the focus activity.
2. Clear all materials from the table excepting a writing utensil.
3. Build a small study carol using two folders.
4. Ask any last-moment questions.
5. When the test or quiz is distributed, silence is required.
6. After completing the test or quiz, review all answers.
7. Place the test or quiz face down.
8. Place folders on top of the test or quiz.
9. Maintain silence until all tests or quizzes have been collected.
10. The first test or quiz is not scheduled until MAY!

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