**Mrs. Palermo’s Classroom Procedures**

palermoa@fultonschools.org

Room: F119

**Classroom Website:** www.palermo6.weebly.com

**\*\*Please check the website daily for homework assignments, due dates, and handouts\*\***

**![C:\Users\PimentelA\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\5YYAFW2A\MC900325636[1].wmf]()What will you need for Language Arts?**

* **3-ring binder**
* **4 tabbed dividers (for your binder)**
* **Notebook paper (for your binder)**
* **Composition notebook (your writing journal)**
* **Homework folder**

**LANGUAGE ARTS CLASSROOM SETUP: ENTERING/EXITING THE CLASSROOM**

* Have your **BINDER, AGENDA, and SHARPENED PENCIL** **EVERYDAY!**
* Enter the classroom quickly and quietly. Do not enter the room unless the teacher is present.
* Go to your assigned seat and begin the day’s DGP. You are responsible for completing your DGPs!
* Before the end of class, clean your group’s area and wait for the teacher to dismiss you.

**BINDER**

* Your Language Arts binder should have **FOUR dividers**: ***\*\*Write your Assigned # on Binder\*\****
	+ DGP (put some notebook paper in this section)
	+ Important Handouts
	+ Grammar & Writing (put some notebook paper in this section)
	+ Literature (put some notebook paper in this section)

**JOURNALS**

* You will write in your journal weekly for warm-ups, journal entries, and mini writing assignments.
* **DATE EACH ENTRY!!**
* Your journals will remain in the classroom. Write your Assigned # on your journal cover.

**STUDENT PORTFOLIOS**

* You will receive a numbered manila folder that will stay in the room.
* All graded major assignments, projects, and tests must be filed in your portfolio folder.

**ABSENT**

* It is **your responsibility** to check **your** **class absent work folder AND website** for any missing work. All daily activities, homework, and resources are posted on www.palermo6.weebly.com.
* **Any questions, ASK!**

![C:\Users\PimentelA\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JNBAOCI0\MC900057374[1].wmf]()**DAILY PROCEDURES –STEPS!**

1. Enter the classroom quietly.
2. Sit in your seat and complete the following 2 activities:
	1. Write your HOMEWORK and UPCOMING DUE DATES in your agenda
	2. Begin and complete your DAILY DGP
3. Turn in your homework in your class drawer labeled IN.
4. Review the following:
	1. Get any materials needed. They will be written on the front white board.
	2. Daily agenda and EQ written on the board.
5. Go back to your seat and wait for instruction, read silently, or write a book recommendation notecard. Only 2 people at a time may be up at a time to write a recommendation.
6. If you have a question, ASK 3 BEFORE ME! You are a part of a team, so work together and help each other! Unless you are doing independent work or asking someone a question, you are to remain seated and quietly working.
7. WITH TEACHER PROMPT: 2 minutes before the end of class, you are to complete an exit slip/questions, and pack up your belongings.

If we follow and remind each other of the routine, we will have a wonderful year! ☺