



ACE (Acquiring Cooperative Engagement)

Teaching Procedures



We are here to teach; you are here to learn. We will do our job; you will do yours, and we will together use this year wisely and beneficially. Positive attitude is the key of success. Let's keep it all the time.

Why do I teach procedures?

A procedure is the way that we do things.

- To do things right, we have to follow some simple procedures, for example:
 - To open your locker, you have to select your combination as directed by the lock manufacturer.
 - To cook a delicious meal, you need to follow the steps in the recipe.
 - To place a call on your phone, you need to dial the number in the right order.
- So, to be successful in learning, you need to follow some simple procedures.

Entering the Room



Make sure you have all necessary materials for the class.

- Enter the classroom quietly.
- Go directly to your assigned seat.
- Get ready for your work.

Immediately After the Bell Rings

Immediately start your Corrective Action Form that will be found on your desk.

- Read each section carefully and answer each question.
- When you finish, wait quietly for the next direction.



Instructions

- Listen to the teacher with full attention.
- No pencil sharpening, talking, or whispering.
- Don't write anything during instruction. You will be given time for taking notes.
- Ask permission to speak by raising your hand.
- Ask questions related to the subject. Other questions which are not related to the subject can be asked after instruction.
- After instruction, make sure you understand the concept. If not, ask questions by mentioning which part you didn't understand.



While You Are Working

- Make sure you read or listen to the directions about your work and understand them.
- Talking to each other is not allowed.
- Respect each other and be friendly.
- Use your time wisely. Put forth your best effort to finish your work.

Organizing Your Classwork



- On each assignment, at the top of the page, write your full name, section, and date.
- Always write the titles with capital letters.

Classroom Rules & Consequences

- Rules are posted in the ACE room.
- Failure to follow rules will result in a parent conference, out-of-school suspension, or additional ACE time.
- When you are tardy or absent you will be required to make up that amount of time.

Lunch



- You will have a silent, isolated lunch period.
- I will dismiss you for lunch. Upon dismissal, you will line up to be walked to the restroom to wash your hands. You will line up outside the restroom and be walked to the lunchroom.
- At the end of the lunch period, you will line up and be walked to the ACE room.

Restroom Breaks

- You will have a regular restroom breaks in the morning and afternoon.
- I will dismiss you for restroom breaks. Upon dismissal, you will silently line up to be walked to the restroom. At the end of the restroom break, you will silently line up outside the restroom and be walked back to the ACE room.

If I Raise My Hand



- Stop whatever you are doing at that moment.
- Face the teacher and wait silently.
- No talking or whispering. All of your attention should be given immediately to the teacher.

End of the Day Dismissal



- Clean your work area and collect your books, pencils, and assignments.
- Wait to be dismissed. The ring of the bell does not dismiss you.
- After you get permission to leave, push in your chair and leave quietly.
- Take all garbage to the trash can on your way out of the room.
- Turn your assignments in to the appropriate teacher upon returning to their classroom.