**Classroom Procedures and Expectations**

**Mrs. Townsend**

**2019-2020**

Procedures are a part of life. We follow procedures when we go to the movies, eat at a restaurant, or fly on an airplane. We have procedures so people can function in society knowing the proper and appropriate way to do things. Procedures can make things run smoothly, help people to be more successful, and also make things safer. Our classroom also has its own set of procedures. These procedures help to establish our classroom culture. When everyone follows the procedures, our class becomes safer, calmer, and a better environment in which to learn. Although you may not remember them at first, please do your best to follow the procedures below. **Lets R.O.C. K. it this school year!!**

-Mrs. Townsend

**Grading Policy**

* 40% = Tests, quizzes, and projects
* 35% = Daily grades
* 15% = Homework
* 10% = Nine weeks tests/ Semester Exams

**How to Enter the Classroom**

* If the teacher is not at the door or in the classroom, please wait patiently in a single file line right outside the door until Mrs. Townsend allows you to enter.
* Calmly and quietly enter the room and take your assigned seat.
* Immediately get to work at your desk. **There will always be something for you to do**.

**Starting Class-** You start the class- not me! And you need to start right away!

* Read the Objectives and Daily Agenda to see what you will be working on in class that day.
* Complete the Bellwork activity that will be displayed on the board.
* Bellwork should be done on ONE sheet of paper PER week! When you turn in bellwork on Friday, you should have 5 bellworks on your page.
* After you complete your Bellwork, immediately, start your independent reading. Who doesn’t love time to read!

**What to Do with Your Belongings**

* Keep all of your belongings on the shelf under your chair and your backpack on the back of your chair during class. Please keep the area around your tables clear.
* Please keep all four legs of your chair on the GROUND at all times. It is dangerous to lean back in your chair, and it also ruins the chairs.

**Cell Phones**

* Cell phones are not permitted in the classroom.
* Cell phones must be kept up in your bags during class! I will collect phones if I see them in use, and you can collect your phone at the end of class.

**Bathroom Breaks**

* You will be given **3** Bathroom Passes that you can use throughout the semester**.**
* If you need to use the bathroom during class, I will acknowledge if you are permitted to go to the bathroom. Before leaving the class, you MUST have your agenda
* IF YOU DO NOT HAVE YOUR AGENDA, YOU ARE NOT ALLOWED TO LEAVE THE ROOM.
* YOU WILL ONLY GET 3 BATHROOM PASSES PER 9 WEEKS, ONCE THEY HAVE BEEN USED, THEY ARE GONE!

**If You Are Absent**

* Students will not have the option to not do work in class.
* Missed assignments will be placed in the “While You Were Out” folders next to the door. It is your responsibility, not mine, to collect this work and see that it is handed in.
* You have one day for every day that you were out plus one extra day to make up the work. All tests and quizzes should be made up within five school days.

**Turning in Papers**

* Homework needs to be handed in the day it is due.
* Please label all papers in the following order:

Name

Block

Date

* Please turn papers into your class drawer on your table.

**Homework**

* All homework will be posted on the board that has HOMEWORK on it. You can also find homework posted on the teacher webpage on the LCMS website (<http://lcm.desotocountyschools.org>)
* Homework is due on time. I will take 10 points off per day an assignment is late.

**Using the Classroom Library**

* There are books in your classroom that have been purchased by me. Please treat each and every book with respect. That means handle the books gently and return it back to the bookcase when you are finished with it. The books are in alphabetical order, I expect them to stay like this.
* I have a composition notebook on top of the bookshelf. Please sign the book you want to read out in that book. Please include your name, date, and the name of the book you are checking out.

**Using the Laptop**

* You will be assigned a number. This is your number ALL year. You are ONLY allowed to use the laptop you are assigned. You are responsible for taking care of the laptop while you are using it.
* You are NOT allowed to have food or drink ANYWHERE near the laptop cart or the laptop itself.

**Emergency Drills**

* **Fire Drill** 
  + Line up quickly and quietly. Please exit out the classroom door and head towards the exit at the end of the 8th grade hallway. Please cross the street and stand in the grass across the street. Get in a line, stand quietly, and wait for the teacher to call attendance.
* **Tornado Drill** 
  + Go in the hallways, sit down, put your back to the hall, pull your knees to your chest, and cover your head. Please sit quietly in the hall and wait for further instructions.
* **Lockdown/Active Shooter** 
  + As quickly and quietly as possible, go to the front of the room and sit with your back to the wall. **DO NOT TALK!** The teacher and the assigned helper will turn the lights off and put the pin in the floor. Again, **DO NOT TALK!**

**When You Want the Teacher’s Attention**

* If you need to get my attention, raise your hand and patiently wait for me to respond.
* If you are sick or it is an emergency, you may interrupt me if I am speaking.

**Classroom Discussions**

* All students are asked to participate in classroom discussions. I want to hear what you have to say!
* However, please make all questions and comments **relevant** to the current discussion.
* Students should volunteer an answer or ask a question.

**Consequences**

* Verbal or Silent Warning. Silent warnings include classroom infraction notice. Please read, sign and return. Classroom dojo: loss of point
* Student/ Teacher conference.
* Break detention and/or ROCK reflection sheet.
* An email, note or phone call to your parents or guardian.
* Office referral.

**Rewards**

* Verbal and/or written praise.
* Class dojo positive points
* A positive call or note home.
* A positive office referral that places you in the running for Gator of the Week.
* Reading Time in the Reading Nook
* Various Treats (small candy, reward tickets)

**End of Class Dismissal**

The teacher dismisses the class, not the bell. Do not start packing up your materials in anticipation of the end of class. Class is over when I say: “Have a great day!” Before you leave, take a look at the floor around you. Pick up any items on the floor (whether they belong to you or not) and throw them in the trash if necessary.

**Contact Information:**

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