

Class procedures (by category)

updated 8/15

Communication

1. Emailing me: Please put the name I know you by in the subject or it might get deleted. Use OG account only!
2. Feedback to me: Gratefully accepted, watch tone.
3. Website: Continually updated for class activities and independent learning. Please keep checking back if something that should be there isn't there yet. OGMS website→ For Students→ Teacher Websites→ 10th up from bottom.

Behavior/Manners

4. Appropriate language: General rule-- If you wouldn't say it in a place of worship or to your grandma, don't say it here.
5. Coming in late: Bring pass to me if you have one, disrupt class as little as possible (don't talk to friends, take any available desk). Ask someone close to you (and quietly) what we're doing. Do the bellwork. (If sub is there, use sub seating chart for seat.)
6. Consequences: To help you go along with what we need for everyone to be able to learn (including you), I will 1) remind you in class of the expectation, 2) have you come in either in the morning, at lunch, or after school so I can explain again why it is important for you to go along with the procedures and answer any questions or help you come up with a plan that works for you, 3) call your parental units to see what ideas they have that might help, and 4) refer you to Ms. Brannen or Ms. Rosenthal for help. Your personal and social responsibility (PSR) grade may be affected.
7. Discussions: See separate sheet.
8. Trash: Please don't get up while someone is speaking.
9. Guest speakers: Because a casual relationship has not been established, more formal behavior is expected when there is a guest speaker. Clear desks and watch posture.
10. Hats: Not allowed inside buildings. To be fair, this will apply to girls, too.
11. Notes: Passing notes in class is distracting to all involved. Don't do it. Notes will be read privately by teacher and will not be returned. Counselor/parental units may be informed.

12. Personal grooming: Hair brushing/combing, putting on make-up, etc. should not be done in class. (Does not apply to chapstick.)
13. Posture: Be involved in your learning. Show it. Eye contact is important to me.
14. Question-asking: Wait for speaker to pause or finish, then raise hand.
15. Substitute teacher behavior: Very important to me. Be at your best. ("To get along, go along.")
16. Sunglasses: Not in class—I need to see your eyes.
17. Tardiness: The consequence for repeated tardiness will be a classroom lunch detention or a call home or both. Punctuality is a life skill you just have to master.

In the classroom

18. Announcements: Be quiet and listen immediately.
19. Care of furniture/desk tipping/Being "king" or "queen" of your desk: Safety is the first concern, distracting behavior is the second, respect for property is the third. Don't climb on furniture, whoever sits at the desk can say whether someone else's feet can be on the shelf, don't write or put the bottom of your feet on the table top.
20. Class sets: In an effort to save trees, I will often distribute handouts in a "class set" which means I will use them again for other classes. Please do not write on or mutilate these. I will always make a few extras if you want to take one with you—just ask. If you accidentally mess one up, just tell me. Leave them behind when you go. If you take it with you by mistake, just return it when you get a chance or give it to another one of my students to give me.
21. Coming into the classroom: Please be sure I'm in there. If not, please wait outside. I don't like to have students in my room unsupervised.
22. Fire evacuation: **Silently**, walk straight out the door in a single file line and up the stairs on the right hand side. Turn right and head toward the baseball field. Stay with the class and in a line. Face the mountains and remain **quiet**. If you want something to do that you can work on **quietly**, take one of the activity pages offered to you.
23. Folders: You will each have your own folder. It will be in a crate color-coordinated for your class period. You may store notes, handouts, and graded papers that have been returned to you in your folder, but don't forget to take what you need home if you need it

(for example, notes before an assessment). Students wanting to put something in their folder at the end of class will form a line and wait patiently for their turn.

24. Food: Not allowed during class time unless a medical condition requires it. Use passing periods for snacks. Only uncolored liquids (e.g., water) should be out at desk.

25. Gum: Gum is not permitted at school. It's a matter of cleanliness. If you can't contribute to campus cleanliness by following the request to not chew gum, you will contribute to campus cleanliness by cleaning it (probably by scraping gum). Mints are OK with me (but they have to be mints, not any old hard candy).

26. Lost and Found: There will be a bag for "found" items. You might want to check here first before going to the office if you've lost something.

27. Passes: I want you in class as much as possible. I may ask that you wait until work time. You must ask before leaving and take a pass. Please take care of bathroom and drink needs before class. You are welcome to bring a water bottle.

28. Pencil sharpening: Preferably before class begins, not while someone is talking (wait patiently next to sharpener and I'll create a time for you to use the sharpener).

29. Recycling/reusing: Expect to see use of scratch paper for some in-class work. Please use up scraps of construction paper when possible. Please use blue recycle bins for paper, plastic bottles, cans. Sometimes documents from the printer will be on recycled paper. Check both sides before tossing aside and reprinting.

30. Seating: With proper behavior, there is "responsible" seating (generally). No "saving" seats—you can ask someone if s/he would mind not sitting there so someone else can but you can't insist. Classroom seating formations are varied. Do not expect to be able to sit with friends for partner or group work. Seating charts are required when there is a substitute teacher. Ask to see where you sit and go along for that day.

31. Tissues: You may use the facial tissue or toilet paper on the table by the door at any time. You don't need to ask. (Please be conservative with the amount you take. We always run out.)

32. When class starts and ends: By the second bell, you should be seated or heading intentionally toward your seat with no talking. At the end of class, wait to be dismissed by the teacher. The bell does not dismiss you. The bell tells me that the time for that class has expired and I should consider dismissing you. FYI, I am a "bell-to-bell" teacher. I use all the time available to me.

33. Work for other classes/Reading: You should not be doing work for other classes or doing unrelated reading while you are in Social Studies unless special permission has been given (e.g., after an assessment). I'm very protective of my time with you. The work may or may not be returned to you or the teacher who assigned the work.

Academics

34. Absent: Check website.

35. Asking for help/clarification: Do it!

36. Assessment/evaluation (asmt/eval): What some people call tests or quizzes. I'm seeing what you've learned. We use a special seating formation to enhance independent work. Retakes available for poor performance after further studying. Strong negative consequence for cheating.

37. Cheating: Won't tolerate it. (Ask me about the stories of the butterfly and the drug dealer). If you are allowed to work together on an assignment, put both people's names on the assignment. Both must be able to show learning on the whole assignment.

38. Feedback to you: Expect it! It's my job. See me if you feel you are not getting enough.

39. Grade: If you want to know your grade, use the Student/Parent Internet Viewer. Check periodically! Mistakes happen. Don't ever hesitate to ask me if you're confused by something you see. Save all graded papers until after you receive your report card to prove what grade you received in case of a question.

40. Independent Learning (IL): What some people call homework. Check front board or website. If you do not know the purpose for the task, please ask. Much of your independent learning will be from the online textbook. If you don't have internet access or you have problems with your logging on or the technology/printing at your house, you will need to provide verification of that with a note from a parent. You are still responsible for the assignment. You may use the textbooks in my room or the library at lunch to complete your assignment the following day. If you don't have your assignment to turn in, you will have to turn in a letter of explanation in its place (and then complete the assignment).

41. Late work: Will be accepted but will be penalized under P&SR.

42. Level 4 work (not on an assessment): Only accepted if all other work is completed. Applied at end of the unit, attached to an assessment for that unit.

43. Lost handouts: Check website at home, in library, or Panther Den. Print out there.
44. Materials to have on hand: paper (see below), pencils with eraser, folder/pocket for handouts, pen (blue or black). Repeated unpreparedness will result in a call to parental units to ensure that you have supplies. Things you might want to have on hand: flashdrive (with name on the outside), a few colored pencils, highlighter(s). I recommend at least 5 pencils in your backpack at all times. Please bring lead if you use mechanical pencils.
45. Paper: Tasks should be submitted on standard (8-1/2 x 11) sized notebook paper or typed. Spiral notebooks are fine (please remove fringes if paper has perforations).
46. Paper heading: In upper right hand corner:
First and last name (or just last name)
Soc St (grade)-(period)
Date
Task
47. Papers without names on them: If there was no name on a paper, it will be posted on the wall above the back table labeled, "No-Name Papers."
48. Question sheet: If a question comes up in class that no one knows the answer to, it will be posted on the question sheet. Anyone may find the answers to those for bonus points.
49. Turning in work: Do not expect to be able to print out work and turn it in during class. You won't always have access to a computer and I do not provide that time during a lesson. Use the library or Panther Den. You can try coming in at lunch but I can't guarantee that a laptop will be available to you. Do not email me assignments that I then have to take the time to print out. Do not put assignments in my dropbox unless I am expecting them. Please place work in the tray for your class period on the table in the back, never on my desk. Avoid handing it to me as well.
50. Written work: Please make an effort to spell correctly, especially if the word is provided to you in a handout or the textbook. Answer questions in a complete sentence unless directed otherwise. (It is more meaningful to study from complete sentences.) Avoid "texting" language.