Classroom Rules and Expectations

1. Enter the classroom quickly and quietly and begin bell ringer assignment (DGP).
2. Have all supplies ready when you enter the classroom and take them with you when you leave.
3. Treat all persons and property with dignity and respect.
4. Follow all directions the first time they are given.
5. Follow all school and classroom procedures.
6. No whining!

Classroom Routines and Procedures

HOMEROOM
- Students are to pick up their breakfast before entering homeroom.
- Sit in assigned seat quietly.
- Put all breakfast trash in the can in the hallway.
- Clean up after yourself.
- Make sure you are in school dress code for the day.
- Sharpen 2 pencils in preparation for the day.
- Open your agenda book to the current week and make sure it is dated.
- Remain still and silent during the school-wide moment of silence.
- Stand and recite the Pledge of Allegiance at the appropriate time.
- Remain seated and silent during morning announcements.
- Remain in your seat until you are dismissed by teacher.

ENTERING CLASS
- Students are to line up outside of the classroom against the wall waiting to enter class.
- Come into class prepared to learn and with a good attitude.
- Enter quickly and quietly and sit in assigned seat.
- Take out materials and begin bell ringer/daily geography practice (DGP).

QUIETING THE CLASS
- When I want your undivided attention, I will raise my hand or if you are facing away from me I may ring the bell.
- When you see my hand or hear the bell, you will
  1. Freeze.
  2. Turn and face me; pay attention; and keep your eyes on me.
  3. Be ready for instruction. I will have something to say.

BELLRINGER
- When you enter class the DGP (Daily Geography Practice) will be on the board. Copy and complete the assignment in your notebook.

DURING CLASS
- Remain in assigned seat during instruction.
- Bring your own paper, pencil, pencil sharpener and other supplies to class daily.
Mrs. Stephens

- Sit up; do not put your head down during class.
- When finished with an assignment, work on suggested alternatives from the classroom list, bonus box assignments or you may choose something from the "To Done" folders.
- Use appropriate sign language signals to communicate with the teacher.
- Show respect for yourself, others and school property.

NOTEBOOK
- You are responsible for keeping up your social studies notebook (3-ring binder).
- You will need to divide your notebook into a section for NHD and 5 sections for each unit of study.
  - Procedures (To be kept in front of your notebook)
  - National History Day Project
  - DGP
  - Cornell Notes
  - Current Events
  - Maps & Vocabulary
  - Foldables & Graphic Organizers
- Once we are finished studying SWA I suggest you store the work from that unit at home so your binder can hold the next unit’s papers. Please do not throw anything away until the end of the year!
- Notebooks will be graded periodically to make sure you are keeping each section up-to-date.

TURNING IN WORK
- When instructed to pass in your papers, the person in the desk farthest at the right will place their paper on the desk of the person to the left. That person will put their own paper on top and place both papers on the desk of the person to their left. This action will be repeated until all papers reach the desk at the left end of the row.
- The teacher or designated helper will pick papers from each desk on the left end of the row.
- Your name, your assigned number, the class period, the date, and the title of the assignment will need to be on the top right-hand corner of every paper.

CLASS DISCUSSIONS
- Discussions only work if we respect one another and allow each person to talk without interruptions. Signal if you have a comment or question and wait to be recognized by the leader before speaking.
- Write down your questions so you will remember them when recognized.
- The teacher is the discussion leader unless otherwise noted.

TESTING
- Absolutely no talking during a test.
- Once you have completed your test, you are to complete one of the options listed on the board for that day.
- All tests will be handed directly to Mrs. Stephens.

GROUPWORK
Mrs. Stephens  Social Studies

- Groups are assigned by the teacher only and will be for the term of an assignment. Groups are part of the social studies experience and you will need to learn to work together.
- You are responsible for your own work.
- You are to ask a "study buddy" for help if you have a question.
- You must help if you are asked for help.
- You may ask for help from the teacher after the entire group agrees on a question.

HOMEWORK
- Students are responsible for completing all homework assignments and returning them on time.
- If a student does not have the homework on time, they must complete a student responsibility card “pink slip" and give the reason for not having the assignment on the due date.

CORNELL NOTES
- Divide your paper into 3 sections.
- Record. In the right column record your notes. Use abbreviations and write in phrases. Leave spaces between thoughts.
- Reduce. In the left column, write simple phrases, cue words, and key points based on the notes taken.
- Review. At the bottom, write one sentence or phrase that summarizes the notes on the page. Add any questions that remain, or write ideas for further research.

B.Y.O.T.
- There will be opportunities for classroom research for which you may bring your own technology devices (smartphones, tablets, e-readers, etc.) You will be responsible for following the school policies for internet use during these times.

CLASSROOM INTERRUPTIONS
- The door is to only be answered by Mrs. Stephens unless otherwise directed.
- Students are to remain working while a visitor is in the classroom.
- Students are not to speak with other students who come into the classroom.
- Students are not to speak with staff who comes into the room unless specifically addressed by the staff first.
- Students are to remain silent during announcements over the intercom or while the teacher is on the phone.

DISMISSAL
- The teacher dismisses the class.
- Clean up your area and take all your things with you.
- When it is time to line up, students will stand silently by their desk.
- Students will be dismissed by row and will walk to class silently in a single-file line with hands at their side.
• Throw away all trash as you leave.

CATCHING CURRENT EVENTS
• Each week students should read, watch or listen to the news.
• A Catching Current Events from should be completed and handed in by Friday each week.

INDIVIDUAL READING PROJECTS
• Students will read a book of their choosing for each unit of study (SWA, Africa, SEA, and Early America/Georgia).
• Mrs. Rehberg has a list of suggestions in the library.
• Students will complete a Connection Web and an essay describing how the book relates to the regions we study.

NATIONAL HISTORY DAY
• Our class will be participating in the National History Day (NHD). You may work alone, but are strongly encouraged to work in groups of up to 5 students.
• The NHD program meets all of the Georgia literacy standards for social studies and you will receive a packet explaining NHD requirements and deadlines.
• Your topic must be fit with 7th grade standards and be approved by the teacher.
• You will have some time in class to work on the project, but must also do research and preparation on your own time.
• You will be given deadlines to help you complete the project on time by the end of the 2nd 9 weeks. You are responsible for completing the work and meeting all deadlines.
• You will be graded on your projects and those with the highest grades will advance to competition that will be held in February.
• NHD will be a part of our curriculum in which you become the expert historian on your topic. You will have the opportunity to present your project to the class.

TARDIES/ABSENCES/MAKE-UP WORK
• If you are tardy to class, come in, and place your note on the teacher’s desk. Be seated quickly and quietly.
• If you are absent from class, you are responsible for obtaining assignments and notes when you return. Check for assignments on the assignment board. Worksheets and any additional handouts can be obtained from the make-up folder.

LEAVING CLASSROOM FOR ERRAND
• Please do not interrupt my class to ask to leave the room, wait until I have finished the lesson and have assigned the work for the class.
• Please use appropriate signals (sign language) to ask to leave the room. Once I give you the yes signal, fill out your agenda book and bring it to me to sign before you leave.
• Bathroom breaks are built into the schedule. Please use the bathroom and get water during the appropriate times. Do not ask to go to the restroom unless it is an emergency.
• Do not ask to go to the nurse unless you are sick or have a true emergency.
• Once your work is completed, you may ask to go to the library.
• Office visits are at my discretion. Everything should be taken care of prior to coming to school. Phone calls home are not allowed unless there is a true emergency.
BORROWING BOOKS
- You are allowed to borrow books from Mrs. Stephens’ library.
- Complete the form with your name, title of the book and date borrowed.
- Return the book to the shelf within 2 weeks and sign it back in.

BONUS BOX
- I will provide a Bonus Box activity sheet for each unit. If you want extra credit, complete any of the bonus box activities.
- The graded activity may replace your lowest daily or quiz grade.

GOING TO LUNCH
- When it is time to line up for lunch, students will stand silently by their desk.
- Each row will be dismissed to line up and will proceed to the door of the next classroom down the hall.
- When asked to proceed, students will walk silently with their hands at their side to the doorway at the end of the hallway.
- When given instructions to continue, students will proceed in the same manner to the cafeteria.
- Quickly and quietly students will pick up their food and sit at our assigned tables.
- When the teacher stands to dismiss students from lunch, slide your chair under the table, put up your tray and all your trash then line up.
- If asked to clean tables, students will do so quickly, correctly and happily.
- Students will return to the classroom in a silent line with hands at their side then get to work immediately.

IF THE TEACHER IS OUT OF THE CLASSROOM
- Students remain on task while the teacher is out of the room.
- Classroom rules and procedures are followed as they continue their work.
- The classroom aide or a teacher next door is available for help if needed.

AFTERNOON ANNOUNCEMENTS
- Students remain silent and seated during announcements.
- Students are not dismissed by announcements. They are dismissed by the teacher.

BUS LOAD
- Report to your bus load as soon as you are dismissed by your teacher.
- Remain in your seat during bus load.
- You should begin your homework or read quietly.
- The teacher will dismiss you from bus load.
- Please stack your chair before you exit the room.
- Walk in a single-file line while in the building.

EMERGENCY DRILLS
- Students are to follow the instructions given to them at the beginning of school.
• **FIRE DRILL** - Students are to line up calmly, stay in line, and exit the building. They are to face the road with their backs to the building. They should remain silent except for answering roll call.

• **TORNADO DRILL** - Students are to line up calmly and enter the classroom across the hall. Students are to get down on the floor and cover their heads. Students should remain silent.

• **SOFT LOCK-DOWN** - Students are to stay in the classroom and continue working quietly.

• **HARD LOCK-DOWN** - Students are to stay in the classroom and continue working quietly. They should not open the door or look out the window for any reason.

**FIELD TRIPS**

• There will be times when we leave campus to go on field trips or to see special programs. Follow all directions given by teachers in preparation to leave.

• Walk in a silent, single-file line to load the bus.

• Fill up seats in the bus from the back to the front.

• Follow all directions given by the bus driver.

• Remember that anytime we leave campus we are representing Thomas County Middle School and should be polite and well-behaved.

**ASSEMBLIES**

• When it is time to leave for an assembly, stand by your desk until dismissed by rows.

• Walk in a silent single-file line until we reach our assigned seating area.

• Remain seated and silent during the program.

• Clap at the appropriate times.

• Remain seated until you are dismissed in an orderly fashion.

**SUBSTITUTE TEACHER**

• If Mrs. Stephens is absent you will follow all classroom rules and procedures.

• After School Detention will be assigned to anyone who shows disrespect to the substitute teacher.

**DISCIPLINE PROCEDURE**

• You are responsible for obeying class rules and following classroom routines and procedures.

• Choosing to follow the rules will result in:
  1. Verbal acknowledgement
  2. A stress free learning environment
  3. A pleasant and secure atmosphere

• Not choosing to follow the rules will result in:
  1. Warning & documentation (green)
  2. Lunch detention & documentation (yellow)
  3. Action plan & parent contact
  4. After school detention
  5. Office referral

• You are responsible for obeying all school rules and the consequences for infractions as outlined in the student handbook.