

Ms. De Santis

Classroom Procedures

Rules

1. Treat others with respect.
2. Maintain a safe work area.
3. Bring all books and material to class.
4. Keep hands to yourself.
5. Raise your hand to speak.

Consequences

- 1st time - Name on board (warning).
2nd time – Complete My Action Plan with parent's signature.
3rd time – Call home to explain issue.
4th time – Visit to the office. (This sequence is for one week and may be repeated.)

Team Goal: Be A **BRAIN!**

Bring writing supplies

Ready to learn

Assignments at hand

Independent learner

Notebook/binder

Fire drill

1. Stop working.
2. Line up silently in single file.
3. Exit classroom.
4. Turn **left** and exit out stairwell 2. (Please **listen** for alternative directions. There maybe times we will turn right and exit through the front of the building).
5. Once outside, turn and face building for attendance. All students will be quiet.

At the beginning of class

1. Sit quickly and quietly.
2. Place homework (if any) out on your desk.
3. Copy new homework from homework board (in the front of the class).
4. Begin to work! (The assignment is on the TV monitor or the chalkboard.)

The first **5** minutes of class is the time to sharpen pencils (at your desk) and use the restroom. The music will serve as a timer. When the music is over, you should be ready to actively learn. (The words "may" and "please" are required in all requests. For example, "May I please use the bathroom?" or "May I please go to the nurse?")

Daily homework review

1. When the music ends, the designated Material Manager (MM) will stand next to the homework board at the front of the classroom. (The egg magnet indicates the MM. Each table will have one day of the week for the homework job.) If the MM is absent, last week's MM is the substitute.
2. When the MM has the attention of the class, she/he will begin.
3. The MM will introduce him/herself (first and last name), read the day, date, and the science and social studies homework.
4. The MM should question the teacher about any assignment that appears to be unclear.
5. The class will applaud using sign language. The MM returns to his/her table.

At the end of class

1. Clean up work area (return supplies, check floor for papers, etc.)
2. Stand quietly at desk (chair in please).
3. Dismissal will be by table.

When a guest enters the room

- 1, You should continue to work ignoring the guest unless given other directions.

Travel in the building

1. Quietly line up single file by line order (alphabetical). (For homeroom dismissal, we will line up in bus order starting with Bus 22.)
2. Walk quickly and silently.
3. The last student out will be requested, "to put the cat out". This means to turn off the classroom lights.
4. Follow teacher's instructions.
5. During good weather, we will use the courtyard doors to travel across the building. This route is referred to as "The Northwest Passage" since it is the shorter route. During colder or inclement weather, we will travel past the front of building and up the side stairs. This route is referred to as "The Silk Road" since it is the longer route.

Passing papers

1. Procedure starts at the poles. (The North Pole is at the front of the classroom and the South Pole is at the rear of the classroom.)
2. Pass papers toward the equator. (The Equator is the middle of the classroom.)
3. Place your paper on top. (Please check for names when the paper is passed to you!)
4. Combine into 1 pile at the equator with all the papers facing the same direction.

Coming to Attention or Give me FIVE!

1. Eyes on speaker.
2. Quiet.
3. Be Still.
4. Hands free (put things down).
5. Listen.

Heading

First and Last Name (No name = no grade). Your name must be on your work for you to receive credit.

Date

Student Number (I will give you this and ask you add it to your paper. It helps me in recording the grades.)

Please use pencil or blue or black ink for all written work. Other ink colors are difficult for me to read. You may always type your work but this is never **required**.

When you are absent

1. Check your mail folder for missed work or handouts before class.
2. Check homework log or the class web page for missed work. Labs cannot be re-scheduled. If you are absent during a lab, you will be excused. Your grade for a missed lab will be **EXC** in the online grade book and will not be calculated in your grade.
3. Missed quizzes and tests must be scheduled with the teacher.
4. Work must be made up equal to the days absent. (An example, if you are absent 1 day, then you have 1 day to makeup the work.)
5. Work not made up will show as **ABS** on the online grade book and will count as a 0.

A special note for chorus/lessons/band- Please come to class prior to leaving for chorus or music. I need your homework as well as an opportunity to let you know of any special situations in class (i.e., lab) for the day. You are responsible for completing any missed work and obtaining the notes/homework from your classmates.

Classroom Materials

1. Material managers (MM) are responsible for all materials. If the MM is absent, last week's MM is the alternate.
2. MM distribute mail folders on their designated day.
3. MM will check table supplies at start and end of class.
4. The MMs will conduct when we sing.
5. The MM job will rotate at the table each week.

Submitting assignments (Early work or Absences)

1. If you are absent or are submitting a contract for early grading, please place all work in the pink wire inbox on the corner of my desk. Please do this at the beginning or end of class.

Mail Distribution and Collection

1. When the mailbox icon is on the TV monitor, the designated Material Manager (MM) will deliver the mail during the first five minutes of class. (Each table has an assigned weekday for mail). If the MM is absent, last week's MM is the substitute.
2. The MM will take the mail from the class carton by the window and deliver the colored mail folders to each table. The color of the mail folders matches the table color.
3. Students will quickly take mail from their folder, close the folder, and pass their folder with the student name going in the same direction to the equator. (If a student is absent, the mail should be left in the folder.)
4. The teacher will either collect the mail folders or ask a student for assistance.

Pink Slips

1. If you are missing a homework assignment, you will complete a Pink Slip in class.
 2. You will fill in your name, date, period, student number, missed assignment, and reason.
 3. Please sign the bottom of the form.
 4. Place the form in my pink wire inbox on the corner of my desk before the end of class.
- Missed graded assignments will show as MIS in the online grade book and will be calculated as a zero. Missed homework will result in a 5-point deduction from your homework grade.
5. Pink slips will be used to determine eligibility for classroom reward activities (i.e., parties, assemblies, field trips).

Webs on Wednesday (25 points)

1. In Social Studies every Wednesday, a graphic organizer sheet (or a web) will be distributed.
2. This assignment is always due the next **Wednesday** (hence the title “Web on Wednesday”).
3. If you receive a grade of **INC** on your web, please see me for help. There are things that needed to be corrected. You may revise your work and resubmit it (place in the pink wire inbox). There is a 5-point deduction for resubmitted work.
4. If you chose not to revise the work, the **INC** grade will remain and will be calculated as a zero.

Science Articles (Weekly Assignment) (10 points)

1. Find a newspaper article about any type of science (i.e., animals, space, environment, weather, medicine, geology, plants- the list goes on and on!)
 2. Cut out and read the article.
 3. In your own words, write one paragraph summarizing the article. You may include your opinion at the end of the paragraph.
- (Note- newspapers are always available in class. At the end of class, you may take a section home with you. Newspapers are not to be read in class.)
4. Attach the article to paper.
 5. This assignment is due every **Friday**.
- I want you to see science is everywhere (and not just in the textbook or school). This also gives me a chance to learn what is of interest to you.

Quiz du jour (or the Quiz of the day) (5 points each- 60 points monthly)

1. This is a one-question quiz given at the beginning of most science classes. (I will give hints in class about the question. It usually comes from an upcoming quiz.)
2. The information will always be from the previous day's lesson.
3. Quiz du jour responses are written on a calendar sheet distributed by the teacher. If you were absent the day before, please write “absent” on the quiz. If members of your table are missing (absent, band, chorus, etc), the MM should note that on the sheet.
4. The sheets will be collected (by table) daily, answers checked, and graded monthly (or at the end of the marking period).
5. Only 12 responses will be counted each cycle. If you are absent, the Quiz du jour will not be made up.

Science Contracts (100 points) (One for each Science lesson- about every 2 weeks)

1. There are 3 required parts of each contract:

The vocabulary words (on the back of the contract) are due the first school day after the contract is assigned.

The Think and Write Questions are due the second school day after the contract is assigned.

The 30-point graphic organizer is due the third school day after the contract is assigned. (This will always be the essay question on the quiz.)

2. 100 points must be completed. In addition to the above-required items, you may select the remaining parts. Please put your work in alphabetical order (contract sheet on top) and make sure they are attached (staple, clips, etc.) and there are no ragged edges. Five points will be deducted if the contract has ragged edges or is in separate pieces.

3. You can earn 10 extra points on each contract for a maximum grade of 110 points. Contracts over 110 points will only earn 110 points.

4. When noted, you need to provide the source of your information. Please list the name of the book and page number, the Internet site, or where you found the information. If not source is listed; you will only receive up to ½ credit for that selection.

5. If you select any of the online activities, please print the answer sheet or write down the answers and attach the sheet to the contract. Without this information, I will not know you have completed the activity.

6. If you turn in your contract **2** school days before the due date, I will grade it and you will be able to make corrections and resubmit your work. Early contracts should be placed in the pink wire inbox on my desk at the beginning of class. Contracts turned in past this time will not be able to be corrected and resubmitted.

Map du jour (or Map of the Day)

1. The teacher will display a PowerPoint announcing Map du jour. (Teacher-*"It's time for..."*, Students- *"Map du jour!"*)

2. The designated five students will go to the front of the room and take a sentence from the board. (Designated students are the seat indicated by the globe magnet. If the designated student is absent, the person from the previous day is the substitute.) The studio audience (students at their desks) will take out their homework planners and turn to the world map.

3. The students at the front of the room will line up and review their sentences. The teacher will be available for any pronunciation help.

4. The teacher will check to see if the team is ready to go, then read the headline, and display the map on the TV.

5. The students will read the story and the class will applaud using sign language. The students return the sentences to the board and answer questions concerning the location of the country. (Continent, capital, bordering countries, seas, etc.)

6. The teacher will pull down the map and the students will carefully locate the country. (No maps, globes, students or teachers will be harmed in this procedure!). The seated students will locate and mark the country in their homework planner.

7. Map du jour requests can be placed in the marked box in the back of the classroom. (Unless requested, your name will be included in the PowerPoint presentation.)

Acceptance of late work

Please note: The following does not apply to absences. Please see “When you are absent” for these cases.

You are expected to have all work available at the start of class. You will not be able to return to your backpacks or classrooms to collect missing work.

Some work will be accepted after class and up to one day after the due date. There will be a 10% deduction for all late work. The table below will help you determine what work will be accepted late:

Assignment type	Late policy
Ungraded homework, science articles, web on Wednesday sheets, Maps and Globes work pages, labs	May not be turned in late. These will only be accepted during class time. These assignments are numerous and of a small point value.
Graded homework, contracts, projects	These will be accepted the same day and up to 1 day after the due date. There will be a 10% deduction for lateness. These projects are fewer in number and have higher point values.

Abbreviations

There are certain abbreviations and phrases that I often use in class. Below is a list of the most common ones:

Phrase	Description
H.O.	Handouts
G.O.	Graphic Organizer
EQ.	Equator
W.A.S.A.W.I.C.	We always speak and write in complete sentences.
MM	Material Managers (not to be confused with my favorite candies!)
Web	Weekly graphic organizer
E.C.	Extra Credit - When the written work is extraordinary, I may award extra credit. This will be shown as E.C. on your paper with a number of points.
Driving	When we use Brainpop, a student will run or “drive” the quiz. The student will sit at the teacher’s desk, must read the questions and/or answers, and select a student from the class to answer. This will be done in reverse alphabetical order and I will keep track in my grade book.

Get it, Got it, Good! (Choral Response)

This is classroom feedback response. It will help all of us stay on track!

The procedure is listed below:

1. Teacher will ask one student if they “**Get it**” (or did they understand the idea)
2. If the student understands the idea, he/she will say “**Got it**” and the class will respond with “**Good**” (as low as they can).
3. If the student does not understand the concept, he/she will say “**No**”. The teacher will then ask a question about what part is not clear. The teacher will provide any additional information or examples. When the student understands the information, the teacher will go back to step one.

Notes: (You may use this space to make any notes)