
POLICIES AND PROCEDURES: 6TH / 7TH / 8TH GRADE CLASSROOMS
MRS. MALY - MR. HILVERS – MS. ROBISON-HUENEMAN

Dear Student: Please read and follow these procedures along with each teacher's special procedures while at school each day.

Thank you, MRS. MALY, MR. HILVERS, & MS. ROBISON-HUENEMAN

COMFORT:

PLEASE RAISE YOUR HAND IF YOU ARE UNCOMFORTABLE, AND SOMEONE (APPOINTED BY THE TEACHER) WILL OPEN OR CLOSE THE WINDOW(S).

RESTROOM AND WATER FOUNTAIN:

YOU MAY USE THESE FACILITIES IF YOU RAISE YOUR HAND AND ASK PERMISSION AT SOMETIME OTHER THAN WHEN THE TEACHER IS LEADING THE CLASS! SIGN OUT AND IN WHEN YOU LEAVE AND RETURN. WATER BOTTLES ARE ALLOWED ALL YEAR.

OFF-LIMITS AREAS:

TEACHER'S DESK, CABINETS, CLOSETS, AND THE BELONGINGS OF OTHER STUDENTS ARE OFF-LIMITS UNLESS PERMISSION HAS BEEN GRANTED TO TOUCH THEM.

WINDOW SAFETY:

DO NOT LEAN OUT WINDOWS OR PUT ANYTHING NEAR WINDOWS.

SILENT READING:

YOU MUST HAVE A BOOK FROM HOME, THE SCHOOL LIBRARY, OR THE PUBLIC LIBRARY WITH YOU AT ALL TIMES (TO READ DURING IDLE TIME).

KNOCK AT THE DOOR:

THE TEACHER WILL ASK THE PERSON CLOSEST TO THE DOOR TO ANSWER THE DOOR. EVERYONE ELSE IS TO REMAIN SEATED.

CHANGING CLASSES:

REMAIN IN YOUR SEAT UNTIL YOU ARE DISMISSED BY THE TEACHER. AT THAT TIME, SILENTLY GATHER YOUR BELONGINGS AND LINE UP IN SINGLE FILE AT THE DOOR ALONG THE BOARD UNTIL INSTRUCTED TO EXIT. SILENTLY GO TO THE DOOR OF YOUR NEXT CLASS, WHEN DIRECTED, AND WAIT TO BE INVITED IN. DO NOT STAND IN FRONT OF ANY DOORS OR DOORWAYS!

UPON ENTERING THE CLASSROOM, TAKE YOUR SEAT, TAKE OUT YOUR MATERIALS, AND REMAIN SILENT!

MOVING AS A CLASS:

STUDENTS WILL LINE UP, SINGLE FILE, STAYING ON THE RIGHT SIDE OF HALLS AND STAIRS. THERE IS TO BE SILENCE IN LINE AND EVERYONE IS EXPECTED TO WALK IN A STRAIGHT LINE, ESPECIALLY GOING TO MASS AND LUNCH.

TALKING:

YOU MAY TALK QUIETLY BEFORE 8:00 A.M. AND BETWEEN 2:30-2:45 P.M. IN THE CLASSROOM, EXCEPT DURING ANNOUNCEMENTS. THERE IS TO BE SILENCE DURING ANNOUNCEMENTS, IN THE HALLS, AND DURING CLASS UNLESS YOU HAVE PERMISSION TO SPEAK. IF YOU HAVE SOMETHING TO SAY, RAISE YOUR HAND AND WAIT TO BE CALLED ON.

QUESTIONS:

PLEASE RAISE YOUR HAND TO ASK QUESTIONS. REMEMBER THAT THERE ARE NO DUMB QUESTIONS. IF YOU ARE CONFUSED, MIXED UP, NOT SURE, OR HAVING TROUBLE WITH SOMETHING, PLEASE ASK! WE CAN'T HELP YOU IF WE DON'T KNOW THAT THERE IS A PROBLEM. CHANCES ARE THAT IF YOU ARE HAVING TROUBLE WITH SOMETHING, THERE ARE OTHER STUDENTS HAVING TROUBLE, TOO.

WHEN A TEACHER IS OUT OF THE ROOM:

CONTINUE WORKING, AND READ YOUR LIBRARY BOOK WHEN FINISHED. YOU MUST REMAIN IN YOUR SEAT UNTIL THE TEACHER RETURNS.

CALL FOR SILENCE:

WHEN A TEACHER NEEDS YOUR ATTENTION AND WANTS SILENCE, HE/SHE WILL RAISE HIS/HER HAND, SAY, "GIVE ME FIVE," AND COUNT TO FIVE. EVERYONE SHOULD JOIN IN THE COUNTING QUIETLY UNTIL ALL ARE SILENT.

CAFETERIA:

WALK IN SINGLE FILE TO THE CAFETERIA. YOU MAY TALK QUIETLY WHILE IN THE LUNCH LINE AND MAY SIT ANYWHERE YOU WANT AT YOUR ASSIGNED TABLE. EMPTY YOUR TRAY WHEN FINISHED EATING AND SIT BACK DOWN. IF YOU ARE BEING TOO LOUD OR MISBEHAVING, YOU MAY BE ASKED TO MOVE TO A DIFFERENT TABLE TO EAT ALONE. WAIT AT YOUR TABLE TO BE DISMISSED BY MRS. JOESTING OR THE TEACHER IN CHARGE.

SUPPLIES:

- 2 RED PENS - PAPER CORRECTION
- 2 BLUE OR BLACK PEN - ALL WRITTEN CLASS WORK
- 2 #2 OR HB MECHANICAL PENCILS – MATH WORK
- IF WORK IS COMPLETED WITH A GLITTER PEN OR PENCIL (EXCEPT FOR MATH OR MAP WORK), YOUR GRADE WILL BE LOWERED.
- WIDE RULED LOOSE-LEAF PAPER - ALL CLASS WORK THAT IS TO BE TURNED IN (NOTE: PAPER MAY NOT BE TORN FROM A NOTEBOOK, AND THE WORK WILL NOT BE ACCEPTED).
- WHEN SUPPLIES GET LOW, WRITE THE SUPPLIES YOU NEED IN YOUR PLANNERS AND BUY THEM RIGHT AWAY

PAPER HEADING:

ASSIGNMENTS TURNED IN ON LOOSE-LEAF PAPER SHOULD BE HEADED AS FOLLOWS:

NAME DATE ASSIGNED	SUBJECT PAGE NUMBER/ASSIGNMENT
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TURNING IN PAPERS:

YOUR NAME AND THE APPROPRIATE HEADING AS DESCRIBED ABOVE SHOULD BE WRITTEN ON ALL WORK. CORRECT PAPER IN RED INK ONLY. IF DIRECTIONS ARE NOT FOLLOWED CONCERNING YOUR WORK, YOUR GRADE WILL BE LOWERED!

NOTE TO PARENTS: AFTER AN ABSENCE, YOUR CHILD HAS AS MANY DAYS TO MAKE UP WORK FOR FULL CREDIT AS HE OR SHE WAS ABSENT. IF YOUR CHILD CANNOT COMPLETE AN ASSIGNMENT ON TIME DUE TO EXTENUATING CIRCUMSTANCES, PLEASE SEND A NOTE THE DAY THE ASSIGNMENT IS DUE--THE ASSIGNMENT WILL THEN BE DUE THE NEXT DAY.

STUDENTS WILL RECEIVE A HOMEWORK GRADE OF 100% IF COMPLETED IN AN ACCEPTABLE FASHION ON TIME, 75% IF ONE DAY LATE (UNEXCUSED), AND 50% THEREAFTER. MISSING WORK TURNED IN AFTER THE MONDAY FOLLOWING THE DATE IT WAS ASSIGNED MAY NOT BE ACCEPTED FOR CREDIT, AND WILL BE REMOVED FROM THE MISSING WORK REPORT.

END OF CLASS/EACH CLASS:

STUDENTS MUST WRITE HOMEWORK ASSIGNMENTS IN THEIR PLANNERS, EVEN IF THEY HAVE COMPLETED THE ASSIGNMENTS!

CUBBIES OPEN DURING THE FOLLOWING TIMES:

- MORNING HOMEROOM BEFORE 8:00
- CHANGE OF CLASS
- LUNCH TIME
- END OF DAY HOMEROOM

THURSDAY ENVELOPE:

THURSDAY ENVELOPES ARE TO BE RETURNED ON FRIDAY, MONDAY AT THE LATEST.

STUDENTS WILL RECEIVE A HOMEWORK GRADE OF 100% IF PAPERS REQUIRING PARENT SIGNATURE (INCLUDING ALL TESTS AND MISSING WORK REPORTS) ARE SIGNED AND RETURNED BY MONDAY. IF THE SIGNED PAPERS ARE NOT IN BY MONDAY, THE GRADE WILL BE LOWERED.

CONDUCT:

ST. LAWRENCE SCHOOL HAS HIGHER EXPECTATIONS OF YOU NOW THAT YOU IN THE JUNIOR HIGH GRADES. PLEASE COME TO SCHOOL WITH A POSITIVE ATTITUDE FOR LEARNING AND COOPERATING. SELF-CONTROL IS ADMIRER, APPRECIATED, AND REWARDED BY YOUR TEACHERS. IT IS THE BEST WAY TO EARN THE RESPECT OF YOUR CLASSMATES. HOWEVER, IN CASES WHERE YOU DO LOSE CONTROL OF YOURSELF, VIOLATE EITHER A SCHOOL RULE OR A TEACHER'S RULE, OR MAKE A POOR CHOICE, A BEHAVIOR CARD WILL BE MARKED FOR THE INFRACTION, USUALLY AFTER A WARNING.

ALL CARDS WILL BE COLLECTED ON FRIDAY FOR RECORDING AND RETURNED MONDAY MORNING. TEACHERS HAVE THE RIGHT AND RESPONSIBILITY TO SEND STUDENTS DIRECTLY TO THE PRINCIPAL FOR DISRESPECTFUL OR DEFIANT BEHAVIOR. POINT VALUES WILL BE DOUBLED SHOULD THE OFFENDING STUDENT FAIL TO PRESENT HIS OR BEHAVIOR CARD ON DEMAND.

ON THE WALL :

STUDENTS WILL LOSE RECESS AND STAND ON THE WALL IF THEY FORGET BOOKS AND SUPPLIES FOR A CLASS, DO NOT HAVE A LIBRARY BOOK IN THEIR POSSESSION, OR DO NOT COMPLETE THEIR HOMEROOM JOBS.

REWARDS:

- FREEDOM PASSES INCLUDING "SIT ANYWHERE YOU WANT", "UNLIMITED TRIPS TO THE DRINKING FOUNTAIN OR RESTROOM", AND "LUNCH WITH THE TEACHER", CAN BE EARNED BY COMPLETING ASSIGNMENTS ON TIME.
- A REWARD WILL BE GIVEN IF ALL STUDENTS IN THE CLASS HAVE COMPLETED THEIR HOMEWORK THAT DAY.
- A REWARD WILL BE GIVEN TO ONE RANDOMLY CHOSEN STUDENT PER HOMEROOM WHO HAD NO MISSING ASSIGNMENTS ON THEIR MISSING WORK REPORT.
- STUDENTS WHO HAVE FEWER THAN 3 POINTS ON THEIR BEHAVIOR CARDS BECOME MEMBERS OF THE *UNDER 3 CLUB*, AND EARN THE RIGHT TO BRING IN MONEY FOR A CARRYOUT LUNCH THE FOLLOWING QUARTER.

DISMISSAL:

STUDENTS MUST EXIT THROUGH THE FRONT DOORBELL DOORS. VAN AND BUS RIDERS DEPART AFTER THE SECOND BELL, AND REPORT TO THE FIRST FLOOR LOBBY.

SPECIAL POLICIES AND PROCEDURES – MRS. MALY

GRADING: TESTS AND PROJECTS COUNT FOR 60%, HOMEWORK 30%, AND CLASS PARTICIPATION 10% EACH OF YOUR FINAL GRADE.

SPECIAL POLICIES AND PROCEDURES – MR. HILVERS

STANDING MATH ASSIGNMENT: EACH STUDENT IS REQUIRED TO TURN IN A PIECE OF SCANNED AND CORRECTED ACCELERATED MATH WORK (A PRACTICE, TEST OR EXERCISE) EVERY FRIDAY, WITH THE TOPS REPORT STAPLED AS THE TOP PAGE. TO RECEIVE FULL CREDIT, THE TOPS REPORT MUST BE DATED NO EARLIER THAN MONDAY OF THAT WEEK.

DATE STAMP: HOMEWORK ASSIGNMENTS WILL BE STAMPED WITH THE DATE THAT THEY WERE TURNED IN.

GRADE REPORTS: PARENTS AND STUDENTS MAY REQUEST A GRADE REPORT AT ANY TIME BY PLACING A WRITTEN REQUEST IN THE "PLEASE GRADE ME" BOX. I USUALLY HAVE THEM PRINTED THE NEXT MORNING.

GRADING: TESTS AND PROJECTS COUNT FOR 60%, HOMEWORK 30%, AND ALL OTHER WORK 10% OF YOUR FINAL GRADE.

SPECIAL POLICIES AND PROCEDURES – MS. ROBISON-HUENEMAN

GRADING: TESTS AND PROJECTS COUNT FOR 60%, HOMEWORK 30%, AND CLASS PARTICIPATION 10% EACH OF YOUR FINAL GRADE.