

**Mrs. Tammy Duncan**  
**6<sup>th</sup> Grade Math / Science 2017-2018**

**A. NOTE FROM THE TEACHER**

As a teacher, I strive to have an efficient and smooth running classroom. To achieve this I have established a few simple classroom procedures and expectations. As a student, it is your responsibility to learn and perform these procedures. Through these procedures, everyone will have a more organized and effective learning experience.

**B. COMMON PROCEDURES / EXPECTATIONS**

**Entering / Exiting the Classroom** - You are to enter the classroom quietly and proceed to the BACK of the classroom to your seat. It is expected that as soon as you enter you should get anything you need from around the room (pencil sharpening, erasers, tissue, etc.). Once seated, you should check the white board and have indicated materials on your desk. ***If I am not in the room, you should wait quietly in the hallway outside the room in a straight line – DO NOT enter the classroom.*** When dismissed by the teacher, you are to exit the classroom via the FRONT of the classroom. ***For safety reasons, please do not walk through the rows of desks.***

**Warm-Up Activity** - Each day will begin with a warm-up activity required by all students. You are to begin this activity *before* class begins. I should not have to remind you to begin this activity.

**Arriving Late** - When you enter the room late, do not disturb the class or me. Simply go to your seat, and we will discuss the issue after class. If you have a pass, place it in the appropriate folder.

**Absences** - It is up to the student to inquire about missed work and tests. On the day you return from an absence, the first thing to do is check the ***“What Did I Miss”*** notebook. The information in this notebook will likely answer any questions regarding "what we did" when you were gone. Also check the absent folder for worksheets, handouts, etc. If there are any questions beyond the notebook, ask the class secretary or myself.

**Make-Up Tests** - If you are absent on quiz / test day you will need to arrange for a make-up test. However, if you were present when the quiz/test was assigned, you will be expected to complete it. I am available most mornings at 7:30. ***Please see the Student Code of Conduct concerning time allotted for missed assignments for EXCUSED absences.***

**Using the Bathroom** - Please use all appropriate times for bathroom use prior to class time. The bathroom may only be used in emergencies during class time.

**When You Finish Early** - If your assigned work has been completed, you may practice standards, work on your weekly homework, choose an activity from the ***“What Now”*** tub, complete a hands-on activity, or practice previous skills.

**Checking Out Classroom Materials** - If needed, you may check out any of the classroom materials. See me and I will record your name and the material checked out. All materials checked-out are due back the next day before 1<sup>st</sup> Block. Lack of materials at home will not be accepted as a reason for not completing homework – this includes a pencil (*remember – pencil only*).

**Moving About the Room** - You are to remain in your assigned seat at all times unless otherwise given permission. Do not get out of your seat during instruction unless directed to do so. This is disrespectful and disruptive to me and your classmates. ***This includes getting up to throw things away.***

**Asking a Question / Needing Help** - Please raise your hand when you would like to speak or need help and ***wait patiently***. Your turn will come. Interrupting others is very disrespectful and will not be tolerated.

**When Announcements are Made** - You are expected to remain quiet during all announcements.

**Lockers** – Students are allowed to use lockers during the designated times only.

## C. EXPECTATIONS

1. Students should abide by all rules listed in the Jasper Middle School Student Handbook and the Pickens County Student Code of Conduct.
2. Students should come prepared for class with necessary materials, including:
  - completed homework / practice assignment
  - 2 – 3 sharpened pencils - ***sharpen pencils at the beginning of class***
  - textbook / notebook with all notes
  - school folder

**D. CLASSROOM EXPECTATIONS** - All students will be successful in class by remembering the following classroom rules:

**S**upport your peers. Be helpful and positive.

**U**se your time wisely. You will often have time in class to begin homework assignments.

**C**ome to class well prepared. Have your pencils sharpened, practice work out, and workbook/textbook opened.

**C**omplete all assignments ***on time as outlined.***

**E**xhibit proper behavior. Being disrespectful to yourself, peers or teacher will not be tolerated.

**S**how ALL work. I must see what you are thinking. Use complete sentences, give detailed explanations.

**S**MILE!!! You are important! Ask questions when you need help or do not understand something.

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Student Name

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Student Signature

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Parent/Guardian Name

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Parent/Guardian Signature

**PLEASE NOTE: Procedures/Expectations/Rules may be changed and/or added by the teacher. All procedures will be thoroughly rehearsed as a class.**