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# Grade 7 & 8

Student Handbook

Of

Classroom Procedures,

Guidelines & Communications

This handbook belongs to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CLASSROOM RIGHTS AND RESPONSIBILITIES

* I have a **RIGHT** to learn in this classroom. It is my **RESPONSIBILITY** to listen to instructions, work quietly, and to raise my hand if I have a question, concern, or need to leave.
* I have a **RIGHT** to hear, and to be heard. It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking.
* I have a **RIGHT** to be respected in this classroom. It is my **RESPONSIBILITY** not to tease other people, or to hurt their feelings.
* I have a **RIGHT** to be safe in this classroom. It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.
* I have a **RIGHT** to privacy and to my own personal space. It is my **RESPONSIBILITY** to respect the personal property of others, and to accept their right to privacy.

“Welcome To Grades 7 & 8”

CLASSROOM PROCEDURES AND EXPECTATIONS

 FOR THE GRADE SEVEN AND EIGHT CLASSROOM

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“Procedures set the class up for success to take place.”

-Mr. Harry Wong

Procedures are a part of our everyday life. We use procedures for going to an assembly, stopping at traffic lights, and eating in a restaurant. We have procedures so that people can function in daily life and learn the acceptable ways that people do things. We have certain procedures in our classroom. They establish our classroom culture and help to maintain routine, structure and organization. It is important that the students know what to expect in terms of how the classroom is run. It is a proven fact that a child’s level of success improves in a structured environment.

We have very high expectations for our students regarding study and work ethic, maturity, responsibility, accountability, respect, and attitude. It is essential in a classroom of 23+ students that children are respectful and mindful of others. **Learning is the PRIORITY. Manners are a MUST. Listening is KEY.** We strongly believe that we need a safe environment where everyone can learn and where we can teach to the best of our ability.

We will be spending a great deal of time over the next few weeks practicing these procedures until they become routine. This will help to ensure that this year is not only academically successful for all students, but that all students will enjoy coming to school to learn, interact, mature, and grow with their peers and teachers on a daily basis. These procedures will also ensure that there is a “level of consistency” regarding senior students in our school in the areas of academics, expectations, and behaviour.

Students will be having subjects taught by other teachers. Numeracy will be instructed by Ms. German, and Mr. Sinclair teaches Physical Education.

**MORNING ROUTINE**

Students will enter the classroom quickly and quietly in the morning and complete the following:

* Hang up coat and backpack in locker and put on indoor shoes
* Hand in any homework, assignments, letters, etc. to the appropriate places
* Hand in agenda book
* Sit quietly in chair and begin bellwork

**BELLWORK**

 Each morning when you come into the classroom, there will be an assignment, riddle, brain teaser, etc. written in the bellwork box on the white board. This is to be done in your Bellwork book and will be graded weekly. If there is no assignment in the box then you are to silent read. Each student must have books in their book box for this purpose. The novel must be different than the books we are studying in class. Bellwork assignments are homework if not completed in class.

**ANNOUNCEMENTS**

 When an announcement is being made over the intercom students will stop what they are doing, be quiet, be still, and listen to the announcement in its entirety. Once the announcement is over, students will continue working on their assignments. Should a student be in the hallway when announcements begin, they are to immediately STOP and stand quietly until announcements are over.

**RECESS AND LUNCHTIME ROUTINE**

 **\*\*\*THE BELL DOES NOT DISMISS STUDENTS, THE TEACHER DOES\*\*\***

 When the bell rings for recess or lunchtime, students must first quietly listen for instructions from the teacher and then complete the following:

 -take off indoor shoes

 -put on coat and quietly walk out of the classroom and school

When the bell rings to end recess or lunchtime students will enter school and classroom quickly and quietly and complete the following:

 -hang up coat in locker and put on indoor shoes

 -sit quietly in chair with subject books open and ready to begin waiting for the teacher’s instructions.

**RESPONDING TO QUESTIONS AND PARTICIPATING IN CLASS DISCUSSIONS**

* Students will respond to questions posed by raising their hand and speaking once they have been called upon.
* Students will indicate that they have something to say during a class discussion by raising their hand and or waiting their turn until the person speaking is done before adding their comments to the discussion.
* Students are expected and encouraged to participate in class discussions.
* Students must show respect for themselves, peers, and teachers participating in the discussion or the answering of questions.

**WHAT DO I DO WHEN I AM FINISHED MY WORK?**

Students are to take the responsibility of finding something to occupy their time when they have completed school work. Visiting, disrupting others that are working, or wasting time are **unacceptable** in-class behaviours. Some suggestions for this time are:

-Finish other homework -Work on an upcoming assignment

- Read a book -Draw and or color

-Work on Ipod or computer -Practice math facts

-Work on a “Centre Activity” or “Free time Activity”

**TABLES, LOCKERS, AND CUBBIES**

Students will keep tables, lockers, bins and cubbies clean at all times. This means no loose papers, no unnecessary items (toys, supplies, etc.), and no drawing on the table tops. All tables will be arranged in the same manner. Subject duo-tangs will be color coded, supplies will be kept in the supple box, and textbooks all together. It is the students’ responsibility to make sure that they are prepared for all classes each morning and each afternoon with all necessary items from their lockers, or cubbies. Papers, books, clothing, lunches, etc. all have their place. Any items left on the floors will be picked up and put into the school lost and found. Graffiti on tables or lockers will result in the students cleaning the vandalized item(s) during a recess, noon, or after school tome. **Students are to show respect for the use of school tables, lockers, cubbies, and property.**

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**TEXTBOOKS, NOTEBOOKS, AND DUO-TANGS**

Notebooks, duo-tangs will be kept in bins, textbooks will be kept in a designated area. We will go through where each item belongs in the classroom so everyone is aware. Students will keep all of their notebooks/duo-tangs organized, neat, and free from drawings and doodles. Neatness counts in all of your books. Please do not write in the margins or put markings on the front cover of your books. Unnecessary drawings, doodles, markings or graffiti on notebooks/duo-tangs will result in the student re-copying the page, pages, or book affected. This will be homework. If a textbook has been marked up the student responsible will be required to pay the retail price to purchase a new one. Students are to show respect for their own belongings and the use of school textbooks.

**HOMEWORK AND ASSIGNMENT EXPECTATIONS**

We believe that homework is necessary, at times, for practicing skills that have been learned for enriching the classroom experience. In most cases, homework is simply class work that was not finished due to class time not being used well. Students must learn to utilize their time very well to minimize homework. Ample time is given in class for the completion of most assignments, but some students work more slowly than others and must finish at home. We are all strong believers in “family time”, therefore if students put in a good 5 hours in school each day of utilizing their time WELL, then home time is for family. There may be times throughout the year when a major project may require additional time at home.

Students will record any homework in their agendas. This makes the student responsible for their own homework completion. We do however, encourage parents to check your child’s agenda and initial it nightly.

We expect all homework and class work to be turned in and completed on time. Students are to use only blue or black pen for their written work, and pencil for Math. A red pen will be used for correcting work. All work is to be done neatly and handed in based on the **“Final Copy Checklist”** attachment. Work completed with gel pens, markers, pencil crayon, etc. will not be accepted as complete. Major assignments should be completed on a computer. Please refer to “**Computer Assignment Guidelines**” sheet for further assistance. Being very organized this year is going to be essential.

As a general rule, incomplete assignments are unacceptable and will not be tolerated. Should a student be a part of an extra-curricular activity they may have to miss a few meetings, practices, events, etc. until the work has been properly completed. Students will **NOT** be allowed to call home if they forget their work. Organization is the key to success!!

We expect that **EVERY** assignment is handed in on it due date. An ‘**FYI”** note will be sent home if an assignment is not handed in.

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If you require help on an assignment or extended time to finish, please discuss it with the teacher PROIR to the due date.

Please see the attachments “**A Parent’s Guide to Homework Help: What To Do When “you” Don’t Know The Answer”, “Computer Assignment Guidelines” and “Final Copy Checklist”** for further assistance**.**

**F.Y.I.’S**

F.Y.I Forms will be used in our classroom as a tool to help with the home/school communication regarding incomplete or unfinished homework assignments and or inappropriate in-school behaviour. We will be dealing with three very specific F.Y.I. forms:

- **Behaviour F.Y.I.**

**-Homework F.Y.I.**

**-Praise F.Y.I.**

All F.Y.I. forms will be kept in the students file for future information and or conference purposes. F.Y.I.’s will be used as part of the “**Reward and Discipline Plan” that will be closely monitored closely by all teachers involved.**

**EXTRA-CURRICULAR ACTIVITIES**

Extra-Curricular activities are a privilege and not a right!! Extra-curricular is just that: activities which are provided outside of the regular curriculum by teachers who volunteer their time. Academics here at Gladys McDonald School are our first priority. Failure to complete homework, hand in assignments, and or major assignments will result in the students being unable to participate in the extra-curricular activity that he or she may be part of. Negative attitudes and or behaviours will also apply. This will not be a permanent removal from the activity, but will occur until the work is handed in according to instructions and or criteria.

Extra-Curricular activities will include: All sports teams, SRC, School based clubs, School Dances, Trips, etc…

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**EVALUTION**

Students are evaluated on both performance and participations in all subject areas which are then reported to the parent in the form of Term Progress Reports. Performance is graded on report card, participation is graded on personal and social growth rubric.

**Performance** will consist of daily assignments, tests, quizzes, written assignments, reports, oral assignments, neatness of notebooks/duo-tangs, complete assignments, projects, group work, effort, and self-evaluation.

**Participation** will consist of listening skills, responsible/mature behaviour, following instruction and direction, willingness, positive attitude, positive effort, answering questions, contribution of help and ideas, and self-evaluation.

**Progress Reports** are sent home three times throughout the school year. Monthly reports can also be sent home. Conferences may be pre-arranged in order to further add to the communication of your child’s learning at school.

**STUDENT ABSENCES**

Regular school attendance is critical to the learning process. When your child is absent, he or she misses valuable instructional time. Parents are to contact the office when their children will not be in school for attendance and or homework purposes. Students will check absent files when they have been away from the school for a period of one day or longer. Finding a homework buddy that lives close to your home is a responsible way to ensure that work is delivered home and not missed. **Students are responsible for obtaining all assignments missed during their absence and are to make up any missed work.** This is especially true for students who miss class time for band, sporting events, and or other school related functions. Should a student know that they will be aware for a period of time (vacation) they are to notify the teacher in advance. The appropriate homework will be pre-assigned so the workload is not as large when the student returns.

**LATES**

Students cannot enter the classroom after 8:53 a.m. or 12:45 p.m. without a late slip from the office. When they enter the classroom, they will:

-Enter quickly, quietly, and then put the late slip on the teacher’s desk

- Hang up coat and backpack in locker and put on indoor shoes

-Sit quietly in chair and begin working

-DO NOT disrupt your classmates who are already working when you enter

**BATHROOM AND DRINKS**

Students are at an age where it is not required that they ask permission to go to the washroom. They are permitted to go whenever they feel the need providing the teacher is not giving direct instruction to the class.

We have a water cooler in the classroom as well and students are permitted to bring a water bottle or PLASTIC cup for water. Students can get drinks as needed, but again are reminded NOT TO DO SO when the teacher is instructing the class.

**PHONE USAGE AND CELL PHONES**

Students will be allowed to use the phone, for emergency purposes only, with the permission of the teacher. If the teacher allows you to use the phone then you will require a phone pass indicating you have permission to be out of the classroom. You may not use the phone to make plans regarding friends or forgotten assignments/materials.

**Cell phones are permitted in the classroom** As times change so do classroom procedures. This year cell phones will be permitted to stay in the possession of students. They will be taught how to use them as an educational tool. They are not to be used for socializing or texting while learning. A separate note regarding cell phones in the classroom will be sent home.

**WHEN GUESTS ARE IN THE CLASSROOM**

Students are to show respect to all guests in our classroom and our school. Students will behave according to the classroom expectations at all times while there is a guest in the classroom. **SUBSTITUTE TEACHERS ARE NOT AN EXCEPTION!!** Students will behave as they would while the regular teacher is present when a substitute teacher is in the classroom.

**IF THE TEACHER IS OUT OF THE ROOM**

Students will behave according to classroom expectations while the teacher is absent from the classroom.

**IF YOU, THE STUDENT, ARE SUDDENLY “ILL”**

* Inform the teacher that you are not feeling well and would like to call home
* Inform the secretary or principal of your situation
* Return to the classroom and inform your teacher as to what arrangements have been made
* Students will only be permitted to leave the school if a parent or guardian picks them up or the teacher has received permission to send them home
* Students are required to take with them any homework or assignments that are due for the next day

 **DRESS CODE**

The general rule for the dress code is for students to dress in a manner appropriated to establish a positive learning atmosphere at school. This means that clothes that may be appropriate in other settings may not be appropriate for school. School administration reserves the right to judge what is or is not appropriate.

The following list will provide guidelines around appropriate dress at our school:

* Footwear must, for safety reasons, be worn at all times
* Shorts, pants and skirts must be of sufficient length. Undergarments must not be prominently in sight.
* Shirts must be able to touch the top of the pants in a normal standing position, have an appropriate neckline, must cover the majority of your upper body, and not be see-through
* Visible beach wear is not appropriate in school
* Shirts condoning violence, profanity, hatred, discrimination, negative stereotypes or promoting illegal drug use or abuse of alcohol are not appropriate.

**VALUABLE ITEMS**

Valuable items should be left at home. Should they be brought to school they are the responsibility of the student. Cell phones are to be given to the teacher. Ipods should be kept on your person.

Skateboards and Scooters are NOT permitted on school property, due to safety and storage issues. Bike racks are located outside the front of the school. Reminder to always lock up your bike.

**RESPONDING TO FIRE DRILL OR OTHER EMERGENCIES**

* When alarm sounds, students will immediately stop what they are doing and line up at the door. Students will proceed to the appropriate exit and go directly to the area that the teacher and students have agreed to meet
* The last person leaving the room will turn out the lights and shut the door
* Once students have reached the emergency meeting point on the sidewalk they will remain quiet so that the teacher can take roll call and then remain at the meeting point until it is safe to return to the school or further instructions have been given. **There is absolutely NO talking while leaving the school or while in line at the meeting place**
* If you are out of the room, leave through the closest exit and meet with your class

**PLAYGROUND AND SCHOOL RULES PLEASE ALSO SEE SCHOOL HANDBOOK**

* There is no fighting, swearing, or smoking on the playground
* Line up before entering the school and proceed in to the school when the supervisor advises
* Go directly to your classroom
* No gum or candy is allowed on the playground, in the classroom (chewing gum respectfully is allowed in classroom), or on the bus. At times the teacher may give out treats. Those are to be eaten in the classroom or are to be taken home.
* No hats, toques, or “head wear” are to be worn in the school
* Respect others, be polite and helpful
* Keep your hands, feet and other objects to yourself at all times

**COMPUTERS AND IPODS**

Computer usage is a privilege, and NOT a right. Students are to respect the computer and keep the area clean. Students are not to print without permission. Students are also to have an acceptable use policy signed at the beginning of the year by a parent or guardian. The acceptable use policy outlines the rules for the computers and ipod usage.

**CONTRACT BASED LEARNING AND DIFFERENTIATED INSTRUCTION.**

Each student is special and unique. Each student has the ability to learn and be taught in different ways. Our job is to meet the individual needs of each student in this class. We will do our best to do this in a couple of different ways.

1. **Contract based learning-** Throughout the school year this style of learning will be used. This gives the student the chance to work more independently: to learn from each other: to work in groups: to use discovery learning: to have choice: and to be empowered by becoming an expert in at least one academic area which will allow for peer teaching. This gives the teacher more time to work with each student individually, allowing her to recognize each student’s strengths, weaknesses, and opportunities. This allows the class to work as a **T.E.A.M. –Together Everyone Achieves More. !!**
2. **Differentiated Instruction-** This allows each student to work at the level they are capable of achieving. This will also permit enrichment in each academic area for those students who require more of a challenge. We will be using this instructional approach by offering multi-levelled assignments in most academic areas. By using this approach it will help meet the needs of each individual student. Each student may be grouped according to academic ability, interest, students choice, or randomly. Carol Anne Tomlinson, founder of this theory, said that “**Being fair does not mean being equal.”**

**PHYSICAL EDUCATION PROGRAM**

Our class participates in physical education. We do warm-up/cool-down exercises, run laps, dance, practice P.E. skills and play games. Therefore your child needs to wear appropriate clothing and footwear each day. Students who wear inappropriate clothing should be prepared to change (in a quick and timely manner) into appropriate clothing before the P.E. class begins. Slick shoes or restrictive clothing can be a hazard during P.E. activities. Students are expected to be prepared with the following items to be kept neatly in their lockers for quick change.

-shorts or sweats, t-shirt, & socks

- non marking running shoes

- deodorant

All items should be in a bag stored neatly in a locker

**CALCULATOR USE**

Our students will be learning to solve increasingly complex mathematical word problems this year. It is important that they learn to use a calculator as a problem-solving tool. Students may use calculators to complete math homework problems that involve geometry, fractions, word problems, etc. However, students may NOT use calculators for skill drills, tests, and basic computations unless otherwise stated by the teacher.

**PLAGIARISM**

In our fast-paced computer-generated cut-and-paste world plagiarism is unfortunately now becoming a common occurrence in elementary school. Plagiarism is a crime and in some cases is punishable by law. This year we will be spending a good deal of time trying to teach students the proper way to document information when researching. This is going to become a life-long skill in today’s world. If parents are helping at home and are unsure of the proper procedures please refer to the “**What is Plagiarism?” and “Preventing Plagiarism for Students”** attachment in this package.

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**REWARD AND DISCIPLINE PLAN**

It is essential that all students feel important, accepted, smart, safe, and happy. To ensure that in our classroom is this safe environment, it is necessary for us to have the REWARD AND DISCIPLINE PLAN in place. Our plan is made up of the following headings:

-RESPECT AND TRUST: The rules for you and me!

-BEHAVIOUR: If you choose to break a rule!

-REWARDS: For appropriate behaviour

Looking out for the educational well-being of each and every student is of the utmost importance to us. **STUDENTS ARE TO USE GOOD MANNERS, AND SHOW RESPECT AT ALL TIMES, TO EACH OTHER, TEACHERS. SCHOOL STAFF, PARENTS, GUESTS, AND PROPERTY.**

**RESPECT AND TRUST- The Rules For You And Me!!**

* A safe, trusting, and respectful environment is essential to learning
* Listen to whomever is speaking- no interrupting, talking back, talking down, etc…
* Each adult in the school will be treated with respect. It is expected that you will listen to instructions from any adult in the school regardless of what their role is.
* STUDENTS deserve the same respect from adults. If there is a problem, please inform the teacher or principal immediately
* Trust is essential between the teachers and students, as well as in between the students themselves
* Work quietly at your table to stay on task and not cause a disruption.
* **Our classroom WILL be a safe environment for everyone. TREAT ALL OTHERS THE WAY THAT YOU WOULD WANT TO BE TREATED!!**

**BEHAVIOUR- If You Choose To Break a Rule!**

We are going with the “Three Strikes You’re Out” system.

* **1st Time -** Verbal Warning From The Teacher
* **2nd Time –** Name is Put on The White Board
* **3rd Time –** An FYI not will go home

**Severe Disruption –** The student will immediately be removed from the classroom & there will be intervention from the office with documentation put into the student’s file. In the case of severe disruption the, 3 STRIKES rule will no longer be in effect. Parents will be contacted immediately.

Following the procedures and expectations in this handout will alleviate any problems that might arise. Consequences will be enforced if the problems persist in class.

**REWARDS FOR APPROPRIATE BEHAVIOUR**

* Praise (daily)
* Earning others respect & trust, and developing patience (daily)
* Positive notes sent home (at random)
* Not missing important information that my teachers have to teach/tell me (daily)
* Movie or popcorn party or other activity (per term)
* The joy of learning (everyday of your life)

**HOW DO I QUALIFY FOR THE REWARDS?**

* Following the procedures and expectations in this handout will alleviate any problems that might arise which means that you will have no F.Y.I’s (this is a good thing!)
* Getting all your homework and assignments done well and on time
* In order to take part in the “Fun Activities” and Extra-Curricular Activities students must not have any outstanding homework and or assignments. Many chances will have been given to have homework completed and hand in homework and assignments (Homework F.Y.I’s, and “The Homework Alert”)
* Any student who receives more than one Behaviour F.Y.I. (at the discretion of the teacher) automatically does not qualify to take part in the next “Fun Activity” or Extra-Curricular Activity.

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