

## **Ms. Kaufman - Classroom Policies and Procedures**

### **Being Prepared**

You will be expected to come prepared to each class meeting. This includes: having the correct materials for each class, a pencil, independent reading book and any homework. Keeping your binder and your agenda organized is an important skill you are expected to be mastering this year. Good organization is key to your success in middle school.

Students on the three person team have the additional challenge of moving between three areas of the building for their core classes. This requires an additional degree of organization as lockers are not always close by. We know you will rise to the occasion!

### **Homework**

Homework will be posted on the board daily, is often on my google classroom page, and should always be written in your agenda. If you are absent, you need to check the absent folder and see me the following morning to find out what you missed. Students will almost always be given class time to begin their homework. The amount of work you need to do at home depends on how effectively you use your work time in class.

### **Classroom Expectations and Discipline**

In my classroom, students are expected to demonstrate excellence in both their academics and their habits of work. Habits of Work (or HOWs) will be emphasized and assessed this year. They fall into three categories: Respect, Responsibility, and Perseverance. These habits of work along with our own class contract, which we will create during our first days together, will help ensure the best possible learning and teaching environment for everyone.

If a student is unable or unwilling to follow these rules they will receive a verbal warning and reminder of the rules. If the behavior persists, a second warning will be given. If the behavior continues further consequences such as detention, written reflection and/or parental notification may be necessary.

### **Transitions**

Students on the three person team will be moving through three distinct areas of the building to get to their core classes. We would like to encourage students to move from Ms. Kaufman's room to the seventh grade wing via the third floor hallway. This will allow them access to their lockers and avoid congestion in the 6th grade hallway.

**Lockers**

Students in seventh grade will *not* be using desks to keep their personal things in. The sole place for personal possessions is their locker. Because they move between many areas of the school, students will need to make an extra effort to stay organized and be efficient when using their locker.

**Gaming on the Laptops**

Laptops are an educational tool for educational purposes only. Non-teachers sanctioned gaming or watching gaming on YouTube (Fortnite) is not allowed. Students will be asked to leave their computers at school if they are found gaming.

**Music**

Students may not listen to music during academic classes. In WIN, a student may ask to listen to music and the teacher will determine if it is appropriate or not. The students must stop listening when asked.

**Phones**

Students should keep phones in lockers. Students should ask if they need to use their phone. Teachers will use their discretion regulating phone use.

**Snacks**

Students will be given opportunity to eat a snack during the last 100 minutes of the day.

**Hats**

Hats will be permitted on the three person team. Students should be aware that other teachers (in other parts of the building) may have different policies.

**Agendas**

All students will be required to carry and use a paper agenda for the first part of the year. Students who have shown an ability to keep track of their assignments and would like to try a digital method for keeping track of assignments will be allowed to at teacher discretion.

*September, 2018*