7th Grade

English Language Arts

Room D125

Mrs. Whaley

**ENTERING THE CLASSROOM**

* When invited, come in quietly without pushing and shoving.
* Go directly to your assigned seat.
* Immediately open your agenda and write down your homework assignment. If there is no homework, write “none” but remember, you can always study.
* Begin warm-up in the appropriate section of your notebook. BE PREPARED TO SHARE YOUR ANSWER. The warm-up is worth 20 points a day for a total of 100 points/week. Failure to complete any part of the warm-up will result in a grade of zero (0) for that day.
* Be ready and listening for teacher instructions.
* HOMEROOM STUDENTS: You will use the time before morning announcements to read, complete homework for any class, or study. It is not social hour. You will be quiet and pay attention during the morning news show.

**CLASSROOM EXPECTATIONS**

* ALWAYS RESPECT YOURSELF AND OTHERS! TO ACCOMPLISH THAT, THERE ARE A FEW THINGS THAT YOU CAN DO:

1. ALWAYS raise your hand and wait to be recognized. Never speak out of turn.
2. Stay in your seat.
3. BE ON TIME AND BE PREPARED. If you are tardy, walk in quietly, sign the tardy log and sit down without disturbing others.
4. HAVE HOMEWORK COMPLETED AND BE READY TO PARTICIPATE. Failure to do so will result in a reduction of your homework and classroom participation grades.
5. GUESTS IN THE CLASSROOM: Sometimes we will have guests come speak to us. You are required to give those guests your complete attention and respect, regardless of whatever else we are doing.

* “GIVE ME FIVE” When the teacher requires your attention she will either say “give me five” or the teacher will simply raise her hand. Either way, you are expected to stop EVERYTHING you are doing and wait for further instructions.
* THERE WILL BE NO GUM, CANDY, OR FOOD OF ANY KIND IN THE CLASSROOM. THE ONLY DRINK YOU MAY BRING IN IS WATER. FAILURE TO FOLLOW THIS RULE WILL RESULT IN DISCIPLINARY ACTION.
* THERE ARE TO BE NO ELCTRONIC DEVICES IN THE CLASSROOM AT ANY TIME FOR ANY REASON. This includes but is not limited to: cell phones, iPods, other MP3 Player, and video games. FAILURE TO COMPLY WILL RESULT IN DISCIPLINARY ACTION. REMEMBER, YOU ARE HERE TO LEARN.

**TURNING IN ASSIGNMENTS**

* You may only use pencil, blue or black ink for your assignments (homework, classwork, projects/presentations, tests, and quizzes. Use of any other color will result in a grade of zero (0). *Highlighters and ink of other colors are acceptable for the revision and editing portions of the writing process.*
* NO NAME PAPERS: Failure to write your name on a paper will result in a grade of zero (0). YOU MUST ALWAYS TAKE PRIDE IN YOUR WORK. The first step is to be proud enough to put your name on it.
* Proper headings will consist of name (first and last), date, assignment, and period. You should always write this **neatly** in the upper right hand corner of your paper.
* Assignments will be considered late if they are not turned in when the teacher asks you to do so. You will not receive full credit for late assignments but partial credit is always better than no credit at all.

**MAKE-UP WORK**

* In the event you are absent, it is your responsibility to obtain any missing assignments and complete them in the appropriate timeframe as outlined in the SSCMS agenda. Generally it is one extra day for each EXCUSED absence from class. There will be a folder with all daily assignments for you to take if necessary. Should you lose an assignment, you may access it and print it out at our class website: cwhaley.weebly.com.

**PROJECTS AND PRESENTATIONS AND GROUP WORK**

There will be occasions where you are assigned a project or presentation to complete. Part of your grade will come from your presentation to the class as well as your ability to pay attention to your classmates during their presentation.

* You must present your information accurately and project your voice so that everybody can hear the information.
* You must use your own words in your project or presentation. Copying directly from your research or paraphrasing without giving proper credit is considered plagiarism and is a form of stealing and cheating. You will receive a zero for that assignment if you are found guilty of plagiarizing.
* When working on an assignment, you must remain focused and on task. Doing so demonstrates respect and responsibility while simultaneously allowing others to work too.

There will be many times when you will be required to work cooperatively with others. You may be assigned to a person you may not particularly like. That is okay. You do not have to like everyone but as a young adult, you must learn how to get along with others and deal with other people. REMEMBER: Part of what makes all of you special and unique are the differences you have from others. Recognize that but keep in mind that just because someone thinks or believes differently than you it does not make them wrong.

* While in groups, you are required to use your inside voices. When you start getting loud, others around you get loud and then we end up not hearing anything and disturbing the classrooms around us. You will be removed from the group if you cannot follow this expectation and will be required to complete all parts of the assignment alone.
* While working in a group, all responsibilities will be shared equally. There will not be one person doing all the work while the others do nothing. There will be times when you receive a grade for your group participation and an overall group grade. Sometimes, each student will be assigned a role within the group to ensure that all students are participating.
* When you are working in groups, try to figure out the answers to your questions and difficulties with your group members before asking the teacher. USE YOUR RESOURCES. If you do not locate the answer after several honest attempts then you may ask the teacher for assistance. Part of being a young adult is knowing where or how to find answers yourself.
* While working in groups, you will be expected to stay focused and on task. Doing so will demonstrate that you are responsible and respectful.

**TESTS AND QUIZZES**

CHEATING OF ANY KIND WILL NOT BE TOLERATED

* Be sure to keep your eyes on your own paper. Failure to do so will result in a zero (0).
* Do not talk under any circumstances. If you are caught, the teacher will take up your paper, write “talking” on it and you will receive a zero (0).
* Sometimes you will be given pop quizzes. This is to ensure you are completing your homework, classwork, and warm-ups appropriately.
* You will be given advance notice of any tests.
* For any short answer questions, you are expected to write your response in full, complete sentences. Failure to do so will result in partial to no credit for your response.
* If you would like to raise your grade on any test, you may correct any question you missed and receive half credit back if you can locate the correct response. You must complete this in a different color ink and if you completed the test in pencil, you MAY NOT erase your original response. This opportunity does not apply to quizzes.

**ANNOUNCEMENTS AND MOMENT OF REFLECTION**

* Stop EVERYTHING you are doing, LISTEN attentively, and DO NOT SPEAK for ANY reason.

**EMERGENCY DRILLS**

* Stop EVERYTHING you are doing.
* BE QUIET.
* LINE UP QUICKLY, QUIETLY AND LISTEN FOR INSTRUCTIONS: Do not push and shove. Be responsible for yourself only.
* LEAVE ALL PERSONAL BELONGINGS.
* REMAIN CALM

FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DISCIPLINARY ACTION. YOU WILL NOT RECEIVE ANY WARNING.

**WALKING IN THE HALLWAYS**

* Walk in a straight line on the right side of the hallway at all times.
* Please DO NOT touch classroom doors, walls, or lockers as you pass them. Keep your hands at your sides.
* BE QUIET in the hallways. When you talk you disturb other classes. This is disrespectful.

**BEING PREPARED FOR CLASS**

It is your responsibility to come to class prepared:

* Bring your notebook, textbook (as necessary), something to write with (sharpened pencil or blue or black ink pen), agenda and homework. Should you need me to sharpen your pencil, there will be a $.10 charge. Should you need a pencil, there will be a $.25 charge.
* If you must go to your locker for any reason other than during locker break, you MUST use an agenda pass. NO AGENDA, NO LOCKER, NO EXCEPTIONS.
* ENTER THE ROOM READY TO LEARN AND WITH A POSITIVE ATTITUDE.

**BATHROOM/WATER**

Bathroom and water breaks are assigned specific times set by SSCMS and not the teacher. These times are:

* Before/during homeroom
* During locker breaks or between classes (remember to be in class on time or you will be considered tardy)
* Activity time
* IN THE CASE OF EMERGENCY: You may use the restroom provided you write a pass in your agenda (include the specific time, the correct date, and location). *NO AGENDA, NO BATHROOM, NO EXCEPTIONS*
  + If you abuse this privilege, you will lose it. It cannot be an emergency every day.

**COMPLETING ASSIGNMENTS EARLY**

Sometimes you will find that you have completed an assignment or test early. If that is the case you may do these things in the order listed:

* Check the assignment or test for any errors and correct if necessary
* If you are satisfied, turn in the assignment in the designated area
* **DO NOT DISTURB OTHERS IN ANY WAY.**
* Finish any incomplete or missing assignments for this class. Remember that partial credit is better than no credit at all.
* Read a book from the shelf or one that you have brought with you.

YOU MAY NOT SIMPLY SIT THERE AND WASTE TIME. ALWAYS USE YOUR TIME WISELY.

**EXITING THE CLASSROOM**

THE BELL DOES NOT DISMISS YOU, THE TEACHER DISMISSES YOU.

To be dismissed you must comply with the following steps:

* Wait for the teacher to ask you to pack up. Do this quickly and quietly. Be sure to pick up any papers from your table and on the floor.
* Push in your chair and exit quietly.

These rules and procedures may change or be added to at any time. If that occurs, you will be given ample notice.

**RULES AND PROCEDURES CONTRACT**

These rules and procedures are clear, concise, and simple to follow. They are all based upon respect for yourself and others. You have been informed of these rules and we have discussed them in class. In addition, you will be expected to keep this packet in your notebook for future reference. You are expected to follow these rules and procedures at all times.

Remember: You can and you will succeed if you do your part! Follow what is written in this packet, have a positive attitude, always be ready to learn, and always do your best.

Please sign your name in the appropriate place. Have your parents do the same. I will also sign it when it is returned. When you sign, you are promising to follow it and be the best you can be.

If everyone follows this packet, we will have a wonderful, exciting, and fun year.

If you have any questions or concerns, please list them below or contact me at:

[whaleyc@fultonschools.org](mailto:whaleyc@fultonschools.org)

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_