**Class Procedures for Pre-AP Honors Grade 7 English: Mrs. O’Loughlin**

**Entering Class:**

1. Wait outside my door on left hand side.
2. When I welcome you, say hello back!
3. Come to class with all the needed materials for English: Plan book, binder with notebook paper, pen/pencil, highlighter and an AR book to read.
4. Be in dress code completely!!! Tucked in and looking sharp! No Sagging. White or blue sweatshirt only.
5. Go directly to your assigned seat and read the Promethean Board for directions. Begin you work.
6. Once you come into class you may not leave for bathroom, water or to visit with someone. Take care of personal business before class. **No in and out!**
7. Be on time. A tardy will result in lunch detention.
8. NO GUM!!!!

**Homework:**

1. **Homework is always posted on line the Saturday before the week begins on my website: www.mrsoloughlin.weebly.com/**
2. Reading Logs and journals will be due every Tuesday. See grading policy regarding late work.
3. We will write down and discuss homework assignments on Monday each week. Homework will also be posted outside my door and on the grade level calendar in the hall.
4. HOMEWORK should be completed on time and is required!!!

**Getting your binders each day:**

1. Student number 2 will pass out four binders each day to students.
2. Student number 2 will also replace binders in the crate at the end of class

**Passes out of class**:

No passes for any reason during the first and last 10 minutes of class

**Nurse:**

Ask if you are feeling ill, I will dismiss you to Nurse Eldridge after the first 10 minutes of class.

**Bathroom**:

The seventh grade team will give every student two bathroom passes for each six weeks. You may use those passes in my class. Use the passes wisely and general, take care of personal needs before class.

**Library:** I will pass you to the library after the first ten minutes of class occasionally. I am happy to give you a pass to go to the library during lunch. You may also go to the library before school begins.

**To other adults in the building**:

If you need to see another teacher or adult, get a pass from them, because I will not pass you from my class to another class or the office.

**Absences:**

**Illnesses:** See syllabus. Papers that I passed out will be in the ABSENCE file under the day you missed. Your table mates will place the papers in the hanging files in the front of my room. It is your responsibility to get the assignments that you missed from the file and ask me for any other work or notes that you may have missed. You will have zeroes in my grade book until work is turned in. I will work with you on due dates if you need more time but you must talk to me.

**Field Trips and other anticipated absences**: You must request the work from me that you are going to miss before you are out. I will not meet with you to get you caught up if you do not talk to me before the trip or special event. This applies to all field trips such as AVID, Band, JCC, Art, or a trip to TCU!!!

**Group Work:**

1. Follow directions that are given for group work.
2. Everyone must do their part
3. Grades are always given
4. You are accountable for work product and behavior in your group.

**Oral Reading:**

1. All students will read when called on.

**Speaking in class:**

1. Always respond in complete sentences.
2. Speak loudly enough where we can all hear you.
3. Look at the person you are speaking to in the eyes.

**Behavior:**

1. **Respectful, responsible and honest behavior that honors you and your class mates and what your parents have taught you is all I require.**
2. **Be Prepared**
3. **Be engaged in our learning community.**

**Exiting classroom:**

During the last five minutes of class, each student will assist the class in preparing to leave for the day. At your table each person has a number according to where they sit.

1: Floor pick up around your table (this includes by the walls)

2. Return the binders to crates

3: Return books when needed

4: Clean tables using Clorox wipes.

I will dismiss your table when I see all the jobs have been completed after the bell.

If we have had difficulties in class, and I ask you to remain so we can talk privately, I will NOT write a tardy pass to your next teacher.

**Turning in Assignments:**

1. Assume that all assignments are due at the beginning of class.

2. You may turn in your assignment before the bell rings to the tray for your class.

3. At times we will turn in assignments that are completed in class. All students will turn in their assignment to student #1 at their table and #1 will turn in all work to the tray.

**Visitors:**

1. When I have a visitor come into class that needs to speak to me, YOU WILL REMAIN SILENT. DO NOT EMBARRASS YOURSELF BY SHOWING A LACK OF RESPECT FOR YOURSELF OR ME. I WILL CALL YOU ON IT, THEN AND THERE!!!

**Substitutes:**

1**.** I expect your best behavior when I am absent. It is a reflection on your maturity and respectfulness that I can depend on you to do the right thing even when I am not here. When I receive a good report from a sub, good things happen for everyone when I get back!!!

2. If I receive a negative report from a sub when I return, I will write an infraction, call your parents and drop your citizenship grade by 1 letter. (that never happened though last year!)

**Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**