Mrs. Broders’
Classroom Rules/Procedures

Welcome to social studies at PVJH! I am looking forward to a positive, productive year. I am also looking forward to getting to know and help motivate a new group of students. I have great expectations for my students, so in order to help them succeed, I have prepared this handout. Please use it to help familiarize yourself with how my class works and how you can help your student succeed.

At PVJH, social studies class consists of one 42 minute class period. During this time, we will be using our textbook as well as using supplemental materials, the internet and resources from our library.

After some careful thought, I have come up with some things to think about for my class:

- Understand that respectful communication is important, meaning using courtesy at all times in language and behavior.
- Good academic skills are vital to success in class – reading, writing, homework/assignment/project completion (on time), memorization and discussion are all important.
- Have a positive outlook on who you are and what you do, both in class and out.
- Be able to relax and have fun from time to time. Hard work is important to learning, but so is having fun. It helps your brain grow (no, really – I am not making this up!).
- Don’t be afraid to ask questions, either to clarify or to learn more about something. Even the question “Why are we learning this?” is a valid question, because if I don’t have a good answer, I ought to reevaluate what we’re doing!
- Become a good citizen by taking part in the world and being respectful to those around you. You may have heard of the pillars of character (trustworthiness, respect, responsibility, fairness, caring, citizenship). While I don’t teach these as a separate part of the curriculum, they are a part of who I am, and I try to model these for my students.
- Understand that you can have an impact, either positive or negative, on the world and others around you. This is a powerful idea. Think about what it means.

General Information

Communication
Keeping the lines of communication open between home and school is vital. That’s why I have a parent e-mail newsletter that goes out periodically. I include due dates, upcoming projects and events, even community events and activities. If you did not sign up for the newsletter at registration time, please send me an e-mail with your address and I will add you to the list. Please specify if your student is in 7th or 8th grade as there may be some differences in content. My e-mail address is: brodersj@pleasval.k12.ia.us You can also contact me by phone at 332-0200 (please note our new school phone number).

Supplies
For class, students should have the following supplies:

- Loose-leaf paper (college ruled)
- Plenty of #2 pencils and blue or black ink pens
- A purple folder, specifically labeled “Social Studies”
- Color pencils for map work (7th grade only)
For special projects during the year, students may also need poster board. They may also wish to purchase a flashdrive or memory stick for computer work. My computer is the only one in the room that has the USB port for a flashdrive, but if someone is working on a project and needs to work on it at home, I’m happy to download it for them.

Another note on computer usage has to do with word processing. I ask that all documents be created using **Microsoft Word**. This is the only program compatible with our school computers, so if a project is worked on at home and at school, this is the only way to be able to do so. If a project is completed solely at home, it can be done with another program, but it will have to be printed at home (our computers won’t be able to translate to print). Please make sure your printers are working at home! It’s hard to deal with the phrase “I can’t print because our printer’s broken.” Otherwise, send me the document via e-mail and I can print it from my computer at school (again, only if it is Microsoft Word).

**Supply note:**
Because in the past, I’ve had some students who, as the year progresses, sometimes forget basic supplies, I have decided to try a new system. If a student needs a pencil, they may either purchase one from me for 10 cents or I can make a note of the “purchase.” The same goes for paper, although that will only be 1 cent per sheet. If a student brings in another pencil or piece of paper, or the money for said items, I will clear their account. However, should a student end up “purchasing” supplies to the amount of 50 cents, I will either e-mail or call home to let you know. The reason behind this is to help students understand that they are responsible for bringing necessary supplies to class. If they don’t have them, they need to be accountable in some way. This is a new idea, so we’ll just have to try it out and see how/if it works. Wish me luck. 😊

**Classroom Climate**

In my classroom this year, I have very specific classroom procedures to ensure a well-managed environment so that optimum learning can take place. What this really means is that I have very specific procedures in place so everyone will get the most out of class.

Included below are my general classroom rules as well as specific procedures that I expect my students to follow. In creating this classroom management style, I am using a classroom reference entitled *The First Days of School*. Other schools have used this book successfully to ensure a positive environment for students and to help create reliable structures and routines for students to follow. This will also help students to become more responsible for their work as well as their behavior. It will also help me guide my students in learning to be respectful towards those around them.

**General Classroom Rules**

1. Be in class on time.
2. Have all materials ready when the bell rings.
3. Keep hands, feet and objects to yourself.
4. Listen to instructions the first time.
5. Don’t take things that aren’t yours.
Classroom Procedures

Entering class/ beginning of procedure
1. After you walk in the door, check the daily agenda on the board to see if any books or materials are needed.
2. Walk to your desk and place your trapper, etc., on the desk.
3. Get your any materials/books you need and return to your desk. You should sharpen your pencil at this time if you need to do so.
4. Look at the overhead or the board for the day's bellwork and begin work.

Late to class slips
1. Being late to class means you are not in your seat or in the room when the bell rings (running in the door as the bell rings, being outside of class when the bell rings or dashing for your seat from the door when the bell rings means you are late).
2. If you are late, I will ask you to fill out a late slip. The first 3 times you are late, there is no penalty. The fourth and fifth times will earn a lunch detention. After this, you will either get an after school detention or a parent conference.

Being prepared for class
1. When you arrive in class, you are expected to have all your materials with you. This includes assignments due on that day.
2. If your work is not completed or with you when you come to class, it is late.
3. If your work is late, you need to fill out a "pink slip" which explains who you are, the assignment, and why it is late. Pink slips are located in desk with the pencil sharpener at the front of the room.
4. Once you have filled out a pink slip, place it in my gold basket. I will keep these in a binder and if missing or late work becomes an issue, we may conference about this and I may speak with your parents if necessary.

Getting quiet procedure/when teacher needs attention
When the teacher needs your attention for any reason, she will raise her hand in the air, using her fingers to count to five. By the time she gets to five, you should be quiet, seated and looking at the teacher for instructions.

Heading a paper
1. In the upper left corner, write your first and last name.
2. On the second line, write your class period.
3. On the third line, write the date.
4. On the fourth line, write the assignment.

Getting the teacher’s attention/contributing in class
1. If you need to get the teacher’s attention for any reason, please raise your hand. Do not wave it back and forth or jump around in your seat. Please wait to speak until you are called on. Simply raising your hand does not mean you begin talking.
2. If people are working quietly and I am working at my desk, or elsewhere, and do not see your hand, please quietly walk over to me to ask your question.
3. If, during class discussion, you are not called upon, patiently wait until it is your turn.
Leaving your seat
1. Typically, I will ask that you remain in your seat during class time. But there will be times when you may need to leave your seat.
2. If you need to sharpen a pencil and we are simply working quietly, please go ahead and quietly get up from your seat to sharpen your pencil (no permission needed). However, if I am talking (or if someone else is), please raise your hand to ask first. Getting up to sharpen during instruction or a presentation is considered rude and not appropriate.
3. If you need a tissue, please get up quietly at any time to get one (you don't need permission for this). Boxes of tissues are located in various spots in the room. However, please try not to make a production of blowing your nose. Simply take care of it and sit back down.

Leaving or entering the room other than the start or end of class
1. If you are coming to class late, please enter the room quietly, bring your pass to me and then quietly sit down (remember to check the board for the agenda, etc.)
2. If you are coming back from a lesson, just show me your lesson pass and quietly take your seat, checking the agenda on the board.
3. If you must leave for a lesson, please just show me your pass without talking or interrupting class and then go to your lesson.
4. If you must go to the nurse, bring your passbook for me to sign, let me know what’s wrong, and quietly ask if you may please go to the nurse.
5. If you need to get a drink or go to the bathroom, please come up and quietly ask (“May I please use the bathroom?” “May I please get a drink?”). If I give you permission, please sign out on the sheet, take the pass and then leave.
6. If you ask to leave the room, make sure to go only where you request to go. If you go elsewhere, your privilege to leave the room may be revoked.
7. If you enter the room and someone is speaking at the front of the class, please do not pass in front of them. Even if it is the long way around, go to the back of the room and around to your desk.

Entering/leaving class
1. If you are entering class, please do so quietly and without any pushing or shoving.
2. If another class is leaving, please wait in the hall until they are gone, then enter the room (please do not try to enter while others are leaving; this can cause problems and people can get hurt)
3. When you leave class, please do so quietly and without pushing or shoving.
4. If I am speaking with someone (in the hall or in the doorway) and you wish to enter class, please do not pass between two individuals who are speaking if you can avoid it. If you can, go around them. If not, please say “Excuse me” when you pass between them.

Completed work
1. All completed assignments and anything else to be turned in is to go in the gold basket at the front of the room.
2. If you want to make sure I get your assignment, don’t actually hand it to me (I may set it down somewhere and forget about it). Please, please, please put it in the gold basket!

Corrected work
1. All work corrected by the teacher that is not handed back will be put in the corrected work box in the back of the room. There is one box for 7th grade and one for 8th.
2. Work which does not have a name will go into the “No Name” tray and can be retrieved. That person’s name should then be written on the paper which can be turned back in to the gold basket to receive credit. However, 4 points will be deducted for forgetting the name.
3. At the end of each week, after students have a chance to check their grades, the papers in both the “No Name” basket and the corrected work box will be recycled. Therefore it is imperative that students check their grades to make sure nothing is missing.

**Absent work**
1. Any student who is absent has two days for every day absent to make up work.
2. If a student is absent, they are to check the “Absent Work” envelope. It will contain a slip with the student’s name and what was done in class that day. Any handouts or worksheets given that day will be stapled to the slip. If they have any questions about what they are to do, they should check with a classmate. If they still have questions, they should see me either at the end of class or before school.
3. Any student who is absent is responsible for making up any work missed. This includes absence for any reason (illness, sports, music, etc.).
4. If a student does not pick up work from the absent work envelope, they will not be able to receive full credit for the assignment and it will go into the gradebook as “missing.”

**Late Work**
If students are ill, they have two days to make up any missed work. However, if an assignment was due the day they were sick, it will be due immediately when they return to class. **It is the student’s responsibility to ask for make-up work.** I keep an envelope in my classroom labeled “Absent Work” and students may check there to see what was done in class the day they were absent and for any handouts, worksheets, etc. Again, they are responsible for checking the envelope for any work.

**If students fail to turn in an assignment for reason other than absence, they have one day to turn in the assignment, and it will receive a 10% grade deduction. Work will not be accepted after that time.** I have roughly 150 students, so having this policy is not meant to be mean, but it is meant to help students understand the importance of responsibility and getting work done on time. Please also note that if a student does not understand the assignment, they need to talk to me. If they are having trouble, we can work through that, but they need to talk to me!

**Band/Chorus lessons**
1. Band and Chorus lessons are posted on the bulletin board outside my door.
2. If you have a lesson, you MUST have your pass for the lesson or you will not be allowed to leave my room.
3. If you do have a lesson, please show me your pass at the beginning of class so I know you are going to leave.
**Bathroom/drink breaks**
1. If a student needs to leave class for a bathroom break or a drink of water, he or she will need to sign out.
2. If a student goes somewhere other than where they have been given permission, they will be restricted from using their hall passes for the remainder of the week.
3. Being allowed to leave class for any reason is a privilege. Abuse of that privilege may result in its revocation (in other words, if you say you want a drink, just get a drink, don’t visit your locker, the bathroom, etc. – be honest!).

**Weekly grades/grade reports**
1. Classroom grades will be passed around and then posted on a weekly basis on the bulletin board.
2. Student grades are posted by i.d. number rather than by name to preserve anonymity.
3. Beginning this year, parents will be able to access grades via the internet with the new Infinite Campus grade program.

**Being respectful to others**
1. As respect is very important to all of us at PVJH, I will expect the utmost in courtesy and respect from my students, both in and out of the classroom.
2. Treat others as you wish to be treated (this means no name-calling or teasing or bullying will be tolerated).
3. Please always use common courtesy (this means “Please,” “Thank you,” “You’re welcome,” “Excuse me,” etc. will be phrases I use and will expect my students to use as well).

**End of class procedure**
1. When there is about one minute or so left in class, you will be told it is time to “pack it up.” At this time, you are to put away any materials or supplies, such as books or papers.
2. When supplies are put away, make sure you pick up any paper, trash, etc., from around your desk and throw it away as you leave the room.
3. Remain seated when the bell rings. Your teacher will dismiss you. When you are dismissed, leave in an orderly fashion by walking to the door and not pushing or shoving.

I love what I do, and I especially enjoy working with junior high school students. Anything I do, I do with my students in mind. My main goals for this year are to help students succeed, to help them learn new things, and to view the world with new eyes. I want them to know that I care about them and want them to become part of a community of learners and leave my class better citizens.

Let’s have a great year! Thanks for allowing me the opportunity to work with your kids!

Sincerely,

Jen Broders
7th and 8th grade social studies
Classroom Code of Conduct, Consequences and Rewards
for Mrs. Broders’ Classroom

Specific Rules

1. Be in class on time.
2. Have all materials ready when the bell rings.
3. Keep hands, feet and objects to yourself.
4. Listen to instructions the first time.
5. Don’t take things that aren’t yours.

If you choose to break a rule

First time: Name on board. Warning
Second time: One check. Complete action plan and confer with me.
Third time: Two checks. Complete action plan, confer with me, I call home.
Fourth time: Action plan, confer with me, call home, lunch detention.
Fifth time: Referral written. Student sent to office.
Severe disruption: Student sent immediately to office.

Names and checks will be erased every Friday afternoon.

Rewards

Praise (daily)
Positive notes home (random)
Whole-class free time (weekly)*
Movie and popcorn party for class (end of every quarter)**
Various other positive perks (throughout the school year)
The joy of learning (each day of the school year)

*Note: This reward is earned only when the entire class does not have any names on the board for the week.
**Note: This reward is earned only when the entire class does not have any names on the board for the entire quarter.

Students: I have read this classroom Code of Conduct and understand it. I will honor it while in Mrs. Broders’ room.

Signature_______________________________________ Date _______________

Parents: My child has discussed the classroom Code of Conduct with me. I understand it and will support it.

Signature_________________________________________ Date _______________

Teacher: I will be fair and consistent in administering the Code of Conduct in my room.

Signature ________________________________ Date _______________

********** IMPORTANT **********
PLEASE KEEP THIS SHEET IN YOUR SOCIAL STUDIES FOLDER AT ALL TIMES.
Thank you.