

7th Grade Core Handbook

As your teacher, I will do everything that I can to ensure that you have the best education possible in Core class. In turn, YOU have the responsibility to be the best student you can possibly be. These expectations follow the school-wide rules of “Be Responsible, Be Respectful, Give your Best Effort, and Show Integrity” and will help you be a student of excellence. If you have a question, concern, or need help, speak up! I want you to succeed!

Staying in the Classroom:

- Before school: When I am not in the room, you are not in the room.
- Passing Periods: All students leave the classroom when the bell rings for passing periods. I will let you know when you may come back in.
- If the bell rings and you are waiting for me to let you in, please wait quietly lined up against the hallway wall. Disruptions of the learning in the classrooms around us is not okay.

Tardies:

In order to be considered on time to class, you:

- Need to be in your seat when the bell rings.
- Have all the required supplies (books, notebooks, folders, sharpened pencil, paper, etc.) If you left something in your locker and ask to go get it, you are considered not prepared and will receive a tardy.
- Tardies will be handled as outlined in the school handbook:

1st = Free, but unexcused	3rd = 60 minute detention
2nd = 30 minute detention	4th = referral

Using the Restroom:

You are expected to use the restroom between classes or before returning from lunch. As outlined in the Mountain View Student-Parent Handbook, bathroom breaks need to occur during passing time as these interrupt learning. You will receive six emergency hallway passes per semester to use in this class. Hold the pass up in the air to get my attention, and I will give you permission to use the restroom if it is an appropriate time. These may not be used with a substitute.

Food and Gum:

- You are allowed to have a snack in class. Opening and eating the snack must not interrupt learning, and you won't be able to go to your locker during class to get it.
- Please clean up your mess.
- **WATER ONLY** is allowed in class. No juice, pop, vitamin drinks, coffee, energy drinks, etc. are allowed.
- You may not take food or drink out of the cafeteria and bring it to my room. This includes at both breakfast and lunch times.
- You may have gum in class when you chew it and throw it away responsibly.
- NO FOOD OR DRINK IS ALLOWED WHEN USING COMPUTERS.

Teacher Desk Area:

My desk, all the things on my desk, and the teacher area around my desk are off-limits to students. You may only get something off my desk or from behind my desk if I give you permission.

Dismissal:

- I will tell you when you may get ready to leave for the day.
- Part of getting ready to leave for the day includes making sure the desks, floor, and classroom are picked up.
- If any time remains before the bell rings, you must be at your desks -- not the door. You may talk, but it must be at an acceptable volume level.
- If any announcements are made, you are expected to stop talking and listen.

Deadlines:

- Class/Homework is considered late if it is not completed by the deadline I assign. Homework will generally be collected at the beginning of the first period we are together.
- If the assignment is illegible, or all questions are not complete, the assignment will not be accepted. After three missing and/or late assignments per 9 week incentive round, you will receive an MIR.
- If you attempt to turn in an assignment that is incomplete, I will issue a MIR for not being honest about the homework expectations.
- If you are on a school approved learning plan that allows extra homework completion time, you are still accountable for the work. When your extra time expires, the late work policy will be applied.

Tips for not Missing Deadlines:

- If your printer runs out of ink: Email the assignment to me to print. Go to the library to print. Use a friend or neighbor's computer.
- You left the assignment at school: Call a friend and rewrite the worksheet on notebook paper. Use my blog; you may be able to print a new copy.
- Your computer stops working: Handwrite it. Go to the library to type. Use a friend or neighbor's computer.
- Basically, don't give up! Problem solve! If you are confused, email me. I may not get back to you as school hours are up, but at least I know you tried to problem solve!

Absences:

Work missed due to an absence is YOUR responsibility as outlined in the Student-Parent Handbook. I may require that you stay after school in order to complete some assignments.

School Related:

- I need to be notified of school related absences prior to the absence.
- As outlined in the Student-Parent Handbook, the late work policy for these absences does not apply.
- Unless alternative arrangements are made with me, work needs to be turned in prior to the absence.
- Work assigned the day of the school related absence is due the same day (preferably prior to

leaving) as those students who are in class unless alternative arrangements have been made with me.

Non-school Related:

- If the absence is known ahead of time, please notify me as soon as possible and work may be provided ahead of time.
- Check my blog as the assignments may be there to print from home and you may be able to arrive back to school caught up.
- If you can't access an assignment from the blog, check the class planner when you return. Ask to use a classroom computer or go to the library to check my blog to see what you missed. Or ask a friend what we did in class or for homework. THEN come and ask me.
- If something was due the first day of your absence, you will still be expected to turn it in when you return.
- In-class work and homework are due after the number of absent days plus one. New absences after the return day do not count towards previous absent day assignments.

Retaking Assessments:

- You have the option to retake an assessment within one week of receiving your first assessment score.
- IT IS YOUR RESPONSIBILITY TO ARRANGE A RETAKE WITH ME.
- I may require you to do some additional practice work or a retake plan before you may retake the assessment.
- The highest grade stands.

Detentions:

First detention: 30 minutes

Second detention: 60 minutes

Third: Referral

- Detentions must be served after school, not during lunch.
- As outlined in the Student-Parent Handbook, detentions must be served within 24 hours. If not served within the allotted time, the time will be doubled and then eventually may be turned in to the vice principal unless arrangements have been made with the teacher by the parent.
- Detentions must be signed by the parent and returned the next day, unless contact between the parent and teacher has been made.
- Behavior expectations during detentions: On time, no leaving the room for any reason, no friends allowed, travel arrangements made prior to the detention.

The best way to reach your teacher is via email:

swaynej@newberg.k12.or.us

mickusk@newberg.k12.or.us

alleng@newberg.k12.or.us

For class information, homework, and worksheets, go to your teacher's blog:

swaynej.wix.com/swaynej

mickusk.wix.com/mickus

CLASSROOM EXPECTATIONS UNDERSTANDING:

The Core Class Handbook has either been read to me, or I've read it myself. I've asked any questions I have to make sure I understand what is expected of me in class.

PRINT YOUR NAME

YOUR SIGNATURE

DATE

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