

History Class Procedures 2018-2019

Ms. Janes, Room 219

This class adheres to all student expectations as outlined in the BHS Student Handbook. The following procedures are intended as a supplement to those expectations:

Required Materials

- Binder (for organizing class materials)
- Paper for note-taking
- Pencils and/or pens
- Recommended but not required: 3 hole punch

Homework

Homework assignments will often be reading-based. Students should use Cornell Notes to take notes on the assigned text and keep their notes in order in their class binder.

- It is the student's responsibility to remember to turn in assignments.
- Homework is due *before* class begins on the assigned due date. Homework is either turned into the homework bin, turned in online, or kept in the student's binder.
- Late homework (for reasons other than absence) will be granted partial credit.

Absence

- Absence is defined as missing class. This includes tardiness and bathroom breaks. If a student must use the bathroom during class, they should do it at the least disruptive time possible.
- It is the absent student's responsibility to find out what they missed in class and complete all missed work. Work will be counted as late unless the absence is excused.
 - Work missed due to an excused absence will be accepted up to one week after a student's absence for full credit. Students should write "absent" at the top of their work so it is not counted as late.

Tardiness

- Students are tardy if they are not in their assigned seat when the bell rings.
- If tardy, students should knock politely at the classroom door and wait for a teacher to open the door.

Personal Items

- Bags are kept on the floor or back of chair.
- Cell phones should not be heard or seen in class unless the teacher specifically says differently.
- Food and drinks are not allowed in our room during class time.

Habits of Work: Behavior Promise

Our promise: **do nothing to hinder the learning of ourselves or others.**

That means we...

- ☐ Come prepared with writing utensil, paper, and class materials
- ☐ Are in our seats when the bell rings
- ☐ Remain in our seats for the duration of the class
- ☐ Keep our work area clean
- ☐ Keep our phones out of sight and hearing
- ☐ Participate in class respectfully
- ☐ Follow class routines and directions
- ☐ Work without giving up
- ☐ Help peers
- ☐ Reflect and change behavior when necessary

Warnings & Recovery

Failure to abide by class procedures will result in a warning so that students may reflect and change their behavior. If students are given three warnings, they are expected to recover lost learning time after school with Ms. Janes.

Class Routines

Beginning of Class Routine

1. Turn in homework
2. In seat before the bell rings (with any necessary supplies)
3. Do Now

If extra time: add to your do now, read, study, assist a neighbor

End of Class Routine

1. Exit Ticket
 2. Clean up
 - a. trash cleaned up
 - b. materials returned
 - c. chairs pushed in
 - d. desks in order
 3. Turn in classwork
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