** Rules and Procedures**

**Mr. Sandlin’s Civics & Geography Class, Room 17**

**Rules**

* **Treat yourself well.** 
  + Ask for help when you need help. Use your class time wisely so that you don’t get behind. Keep up with your individual log-ins/passwords & do not share them with other students.
* **Treat others well.** 
  + Acknowledge each person’s basic dignity. Express opinions respectfully, while listening to and encouraging the input of others.
* **Treat your environment well.**
  + Take care of your belongings, the belongings of others, and the all classroom furniture and technology.
* In addition, all PJHS and Autauga County rules must be followed.

**Consequences for Minor Offenses**

* First Offense: Verbal warning/Conference with Student
* Second Offense: Parent Contact
* Third Offense: Parent/Teacher/Administrator Conference
* Fourth Offense: Office referral

**Major Offenses**

School policy is followed for major rule offenses. These require immediate referral to the office.

**Grading Percentages:**

**Major Grades– 65% : Tests, Projects, Research Papers**

**Minor Grades – 35% : All quests, daily assignments, quizzes, etc.**

**Supply List**

* Binder or folder (of any size) that can be shared with other classes if clearly separated by a divider for social studies
* Pencils and/or blue or black pens and notebook paper
* Colored pencils (2nd semester only)
* Earphones/earbuds (an inexpensive, corded set preferred). The first set is provided by Mr. Sandlin. Any replacements after loss or disrepair are the responsibility of the student.
* Notecards (optional, but many students use them for studying and project presentations)

**Wish List**

* A pack of Clorox wipes or a roll of paper towels

**Class Procedures**

**Quests**

* Quests are located in ‘Deck Toys’. This site will then sometimes guide students to Schoology or Google Classroom. These quests are self-paced and can be turned in at any point during a given nine-weeks. However, students are encouraged to stay close to, if not completely, on track because tests are given on set dates and ‘Deck Toys’ only holds student data for 30 days (about 2 weeks after a chapter is finished). Zeroes for quests that have not been completed will be put into Power School at the end of every chapter. They can still be completed through the end of the nine weeks, though.

**Tests/Quizzes**

Quizzes are open-note/open-book and are built into class quests. The first quiz will take place on Friday, August 9th on the classroom rules. Tests are announced in advance and take place at the end of a given chapter. They are not open-book or open-note.

**The Beginning of Class**

Students are to be seated and working on the bell ringer before the tardy bell rings. If you are not seated and ready when the tardy bell rings, you will be marked as tardy.

**The End of Class**

Students are to throw away any trash around their desk as they exit the class in an orderly fashion. **You will be dismissed from class by Coach Sandlin, not by the sound of the bell.**

**Make-Up Work**

Students can access assignments from home or catch up when they return. All absences must be excused to receive credit for assignments scheduled on that day. Students who are absent only the day before a test are still required to take it as long as no information on the test was introduced on the day that the student was absent.

**Passes Out of Class**

To get the most out of class time, students should avoid asking for a pass out of class except when absolutely necessary. In this case, a student should raise their hand and, if the request is granted, follow instructions for signing out on ‘Hall Pass’. Students may need to come back during break to go over what they missed while they were out if they missed integral information.

**Digital Activities (Deck Toys/ Schoology / Google Classroom)**

If a student ever needs some extra time to work on classroom activities using a chrome book, they can come by class to use one at 7:20am on any school day. They must get a pass from Mr. Sandlin the day before to be able to do so.

**Class Resources**

All class resources can be found online (deck toys, Schoology, Google Classroom) for students and parents. Please request log-ins from your student to access.

\*\*We are scheduled to host an intern during most of the first semester of this year. While he or she is here, procedures for assignments, due dates, etc. may be different than some procedures listed above. Students will be well-informed of those procedures.

Dear Parent/Guardian,

I want to take this opportunity to express my excitement about working with your child this year! Please feel free to contact me if you have any concerns or to check on your child’s progress. You can contact me on Parent Square or e-mail me at [kyle.sandlin@acboe.net](mailto:kyle.sandlin@acboe.net).

Please go through the classroom policies with your student. In order to maximize learning in the classroom and insure the success of your student, students will be required to abide by these rules and procedures. Also, the supplies necessary for this class that are listed on the first page.

I am looking forward to a great year teaching your child!

Sincerely,

Kyle Sandlin

(Tear Below on dashed line)

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**Parents and students, please sign below stating that you have read and understand the rules and procedures outlined in this packet. Tear off the bottom portion of this page and return it signed by August 14th, 2024.**

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When is (are) the best time(s) to reach you (if by phone) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand Mr. Sandlin’s classroom rules and procedures:

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parents: Please check the school website, google classroom, schoology, and/or deck toys for information about the class. For the school website, click on ‘Staff Websites’ at the top of the website. Click on my name/picture. Lesson plans are posted there.