

# Classroom Handbook

Ms. Blackburn

Horn Lake Middle School

7<sup>th</sup> Grade Math



## About Me

Hello! I am Ms. Blackburn! This is 3<sup>rd</sup> year at Horn Lake Middle School. Go Eagles! I have been teaching math for many years now. I enjoy spending time with my sister and her family and my puppy Bailey. I have a passion for math, in fact I have taught math in two different countries, and I can't wait to share my passion with you!



My Favorite things are...

- Chick-fil-A
- Traveling
- Theatre
- Amazon
- Music
- Family Time



Welcome to Horn Lake Middle School and the 7<sup>th</sup> grade! I hope everyone is looking forward to an exciting, challenging, and successful school year. I am here to help you develop responsibility, independence, and organization in addition to mastering the required academic objectives for all Desoto County 7<sup>th</sup> grade students. Classrooms are a place for learning. In order for them to run smoothly, efficiently, and fairly, there must be classroom rules and procedures set in place and these must be followed by **EVERYONE** at **ALL** times. Please take time to review our classroom rules, conduct, and procedures so that we can all work together to make your 7<sup>th</sup> grade experience the best it can possibly be!

# Classroom Rules

The rules we have established are needed to ensure that unwanted behaviors and activities are avoided and that everyone has a pleasant, friendly, and safe place to learn and grow academically. Our classroom rules are as follows:

## **Be Respectful:**

- **Hand:** Raise your hand if you would like to answer a question, or if you have a question.
- **Space:** Keep your space neat. All backpacks should remain under the tables and not in the aisle. If someone is walking in the aisle, there should not be anything there for them to trip on.
- **Directions:** Follow directions. Ask for clarification if you need it.
- **Listen:** If a classmate is speaking, do not interrupt them or laugh at them when answering a question. They are trying to learn and laughing at them could cause a pause in learning.

## **Be Prepared:**

- **Supplies:** Come to class ready to learn. Have your pencil, paper, calculator (provided by Ms. Blackburn), math binders, a book (to read when you finish early), notebook paper, and a positive attitude with you when you walk in the door.
- **Homework:** If given homework (and it is the due date) have it out and ready to turn in. Late work will result in a 10% reduction in grade.

## **Be Engaged:**

- **Lesson:** Ask questions, follow instructions, read the directions, and be ready to listen to Ms. Blackburn for further information.
- **Focused:** Students should not be sleeping in class. Cell phones are not allowed to be out or heard. If a phone is seen or heard, a consequence will occur. Cell phones should always remain in book bags.

## **Be Positive:**

- **Attitude:** Have a positive attitude. Every day is an opportunity. Have a growth mindset.
- **Encourage:** Encourage each other. Do not make fun of someone else for any reason. Name calling will not be tolerated. Laughing at another student when they make a mistake will not be tolerated.

## **My Actions, My consequences:**

- **Responsibility:** Take ownership for your own actions. If you make a mistake own up to it.
- **Do Not Argue:** Do not argue with an adult. If you are told to stop doing something, just do it. Do not argue.

# School Moto

At Horn Lake Middle School, we are **Enthusiastic, Accepting, Growing Leaders** who are **Engaged and Selfless**.

## Our Class Moto: Hard Work Pays Off!

# Classroom Conduct

<b>Rewards:</b> <ol style="list-style-type: none"><li>1. Positive Praise</li><li>2. Positive Phone Call Home</li><li>3. School Store Ticket</li><li>4. Candy/Prizes</li></ol>	<b>Consequences:</b> <ol style="list-style-type: none"><li>1. Verbal Warning / Student Conference</li><li>2. Phone Call Home with a classroom level infraction.</li><li>3. Phone Call Home with a classroom level infraction.</li><li>4. Office Referral</li></ol>
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### **ZERO TOLERANCE OFFENSES**

\* An automatic referral may be given for any of the following behaviors:

- Insubordination - talking back, walking out of a classroom, showing disrespect to an adult or your peers, refusal to follow instructions (verbal or written), etc.
- Possession of Drugs and/or Alcohol
- Possession of a Weapon
- Fighting
- Stealing
- Cheating

### **INFRACTIONS**

\* Student Behavior (infraction slips) will be given to each student for any of the following infractions:

- Disrupting the learning environment (in the classroom, in the hallway, during restroom break and/or cafeteria behavior)
- Being off task
- Chewing gum, drinking and/or eating food or candy in the classroom (only clear water, no flavors added, are allowed in class)

# Classroom Procedures

## ❖ Beginning the class period:

1. Arrive to class on time & prepared to work.
  - Once you enter class you may not leave without teacher's permission.
2. Place your personal belonging underneath your desk, except pencil and math binder.
3. Sharpen your pencil if needed.
4. Get out your binder and assigned calculator.
5. Sit in your seat before tarty bell rings and begin BELLWORK.
6. Begin working on bell work, MUST be completed before timer (10 minutes max) goes off to get credit-weekly bell work grade.
7. Read a book if you finish bell work early.

## ❖ End of period:

1. Remain in your seat until you are dismissed by your teacher, not the bell.
2. You are held accountable for leaving your desk area clean above and below. Do no mark on the tables.
3. Make sure to return all class materials to their proper place. If others need help-help them.

❖ **Homework:** Homework is given on an as needed basis. It counts as 10% of the nine-week grade. Homework assignments are checked/collected at the beginning of the class period and are due the day the teacher specifies. **LATE WORK WILL RESULT IN A 10% REDUCTION OF THE FINAL GRADE, UNLESS THE STUDENT WAS ABSENT OR IF PRIOR APPROVAL FROM THE TEACHER WAS GRANTED.** If a student is absent the day a homework assignment is due, it will be collected the day the student returns.

❖ **Make-Up Work:** It is **THE STUDENT'S** responsibility to make up any work missed due to absences. When a student returns to class, he/she should follow the procedure for missed work provided by the teacher. A student has 1 day to make up any work for every 1 day missed.

❖ **Tests/Quizzes:** Tests are announced at least 3 days in advance. Dates of upcoming test/quizzes are posted on the board along with any other important dates to remember. If a student is present the day of the test and at least 1 of the 3 days prior to the test, he/she will be expected to take the test. Tests may be rescheduled only with the teacher's permission.

❖ **Pencils:** Should you come to class without a pencil, there will be a pencil for you to borrow if needed.

❖ **Groups:** You are responsible for **YOUR** job and the results of the group. If you have a question, ask your group members. You must be willing to help if a group member asks you for help. If no one can answer the question, one person raises his or her hand to ask the teacher.

- ❖ **Restroom Breaks:** Students will be taken to the restroom as a class during class time. This is the time to use the restroom. Unless there is an emergency. Students are also allowed to use the restroom during class change. Playing in the hall or restroom may result in a consequence
- ❖ **Hallway:**
  1. Use inside voices. No yelling at any time while in the hallway. This will help to not disturb any other classes in the building.
  2. Stay to the right.
  3. Keep your hands and belongings to yourself.
- ❖ **Dress Code:** You must be in dress code each day upon arriving to school campus. Please refer to the handbook.

**\*\*Please keep in mind that these procedures may change somewhat as the year progresses. I may feel the need to add, change, or eliminate a procedure to help make the classroom function to its fullest potential.**

### WHAT TO DO SO YOU ARE SUCCESSFUL IN THIS CLASS:

1. Keep a well-organized BINDER.
  - We will do all of our notes and put most handouts into our binders.
  - You will periodically get a grade on something we complete together as a class in your binder.
2. Review the class materials as much as possible. Take notes frequently, If I write it down, you should also write it down.
  - Again, this will be put in your binder.
3. Turn in assignments on time, complete, and legibly written.
  - When absent for excused reason - make up work is YOUR responsibility. Ask me for any make up work. You not asking tells me you don't care what you missed.
  - **NO NAME - NO CREDIT. I cannot grade something if I do not know who it belongs to.**
4. Follow all the teacher's instructions & respect the behavioral guidelines.



Un-staple and return this sheet (keep the Syllabus at home) to  
Ms. Blackburn (math teacher).

Student's Name (print) \_\_\_\_\_

I have read and discussed the Classroom Handbook with my child.

\_\_\_\_\_

(Parent/Guardian Signature)

I have read and understand the Classroom Handbook.

\_\_\_\_\_

(Student Signature)

# Parent Input

Dear Parent/Guardian,

Please assist me in getting to know your child by completing the following survey. Providing information and reflections about your child will help me better meet his/her educational needs. It will also enable me to work with you to create the best learning environment for your child both at school and at home. Your responses will remain confidential.

Child's Name (print) \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Who does the child live with? \_\_\_\_\_

List 3 of your child's strengths:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What is 1 area in which your child needs improvement? \_\_\_\_\_

\_\_\_\_\_

My child is interested in \_\_\_\_\_

As a family, we like to \_\_\_\_\_

Academically this year, I would like to see my child \_\_\_\_\_

\_\_\_\_\_

Socially this year, I would like to see my child \_\_\_\_\_

\_\_\_\_\_

List any other conditions that I may need to know about (sight/hearing problems, ADD, ADHD, asthma, personal or medical conditions, etc...) or anything else you would like me to know.

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