** Rules and Procedures**

**Mr. Sandlin’s Advanced Civics & Geography Class, Room 17 {gamified}**

**This is an advanced class. This course will challenge students. Please see advanced letter (sent home with rules & procedures) if you have any questions.**

**Rules**

* **Treat yourself well.** 
  + Ask for help when you need help. Use your class time wisely so that you don’t get behind.
* **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**

* First Offense: Verbal warning
* Second Offense: Conference in hallway & break detention
* Third Offense: Parent Contact
* 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– 60% : Tests, Projects, Research Papers**

**Classwork - 20% : All quests that are not designated as quizzes are classwork grades [unless otherwise announced]. These grades are not always out of 100 points. They could be out of a lower number of points.**

**Quizzes – 20% : These assessments are shorter than tests and built into quests.**

**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)
* Notecards (optional, but suggested 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 Classcraft. They 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. 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 11th 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 the day before.

**Passes Out of Class**

In order to get the most out of class time, students should avoid asking for a pass out of class if possible. In the case of an emergency, a student should raise their hand and ask for a pass. Students may need to come back during break to go over what they missed while they were out.

**Digital Activities (Classcraft / 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.

Dear Parent/Guardian,

I want to take this opportunity to express my excitement about working with your child this year! I love teaching Social Studies because I care deeply about my students’ development both as students and citizens (both U.S. & global). I believe students can grow & develop by examining the issues we cover in both Civics and Geography. Please feel free to contact me if you have any concerns or to check on your child’s progress. You can 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 11th, 2023.**

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

When is the best time or times 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, schoology, and classcraft 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 here.