**Mrs. Perkins**

**2 0 1 6 - 2 0 1 7**

**6th Grade Language Arts**

**Procedures and Information**

email: megan.perkins@mail.okaloosa.k12.fl.us

Classroom website: [www.srmsperkins.weebly.com](http://www.srmsperkins.weebly.com)

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I understand that by practicing these procedures I can be a better learner and student.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entering the classroom:** I will line up quietly with my classmates before entering the room. Mrs. Perkins will then invite us into the room. As we come in the room the agenda for the day will be written on the board. I will check the board to find out how to begin. I will not need to ask, “What should I do?”

**Being on time:** The door will be closed after the tardy bell rings. If I am late I must have a pass. I will go to the front office to get a pass. I will NOT go back to another teacher to ask for a pass after I have already been late.

**My personal responsibilities:** I am responsible for my own work. I will bring my agenda every day to class. I need my agenda to record my homework and check the Shoal River policies. I must bring the right supplies to school because without them I’m not prepared. I am responsible for collecting the work I missed when I was absent and turning in anything that was due while I was out. I should check the calendar in the classroom for due dates. Also, I will check the classroom website for information about assignments, updates and forms.

**Turning in work:** My assignments are due at the beginning of class. It doesn’t matter if it is an essay, homework or a paper signed by my mom, it must be turned in at the start of class. I cannot go back to my locker or bring it later for full credit. I will turn in all assignments to the box for my class. I will not just drop it on Mrs. Perkins’s desk. When I turn in my work I will always use the correct heading. If I forget, I can check the example. I know that Mrs. Perkins cannot give me a grade if my name isn’t on the paper, so I will always write the whole heading. I understand that if my work is late, I automatically lose 50% of the grade, and if it is two days late I get no credit.

**What if I need to go to the bathroom/ nurse/ water fountain/ office?**

To leave the room for any reason I need two things: permission from Mrs. Perkins and my agenda. If Mrs. Perkins is teaching, I will try to hold it. To ask permission I will write the time and destination in my agenda and without talking, bring it to Mrs. Perkins. She will sign it if I have permission to go, but if she wants me to wait, she will say so and I will return to my seat. The agenda is my pass to be out in the hallway. No matter why I leave the room, I need to sign out on the clipboard and sign back in with the time when I return.

**What if I need to sharpen my pencil?** I will keep several sharpened pencils with me so I am prepared for class to start. If my last sharp pencil breaks during instruction time I will quietly sharpen it by hand. I can use the electric sharpener when Mrs. Perkins isn’t talking.

**What if I need supplies?** Mrs. Perkins keeps some extra supplies for us to use. They are in the student supply center. I don’t need to ask to use these. But, if what I am looking for isn’t there, I won’t interrupt class to ask for it. If I need something else, I will write a note and put it in the question box.

**What if I have questions that aren’t related to our work?** If Mrs. Perkins is teaching and I have a question that is not related to what she is teaching, I should write it down and either put it in the question box or save it for later in class. If we are doing group work or individual work I can raise my hand to ask and Mrs. Perkins will answer me.

**What do I do when I am absent?** When I come back to class after being absent it is my responsibility to check for the work I missed. It will always be in the absentee binder, filed under my class period. I have up to 5 days to make up this work.

For example: I miss class on Friday. There was an essay due on Friday. When I return on Monday, I will turn in that essay at the start of class. I will check the absentee binder to see what I missed on Friday and take my work. If my absence was *excused* I have 5 days to turn in that work.

Another example: If I know I will be absent (ex: field trip, sports game etc.) then I must turn in the essay due before leaving. My absence for a game didn’t hinder my ability to complete it.

**Dismissal from class:** I can begin packing up at the end of class when the one-minute warning bell rings. I cannot pack up before then. This is also when I write my homework in my agenda. Mrs. Perkins will dismiss us when the bell rings. She might ask me to stay after class for something, and if she does, she will give me a pass to my next class.

**What supplies should I bring with me every single day?**

I should *always*  have these things with me:

* my binder with plenty of notebook paper
* sharpened pencils
* colored pens
* highlighters
* student agenda