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**Mrs. Lackey’s Classroom Guidelines**

8th Grade ELA

Georgetown Middle School

2017-2018 School Year

**Joan Lackey**

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**8th ELA**

**Stay Connected All School Year!**

* **Remind (get text messages & emails)**
* **Mrs. Lackey’s Webpages (lots of info)**

***Click on the Forms/Documents Tab on Webpages for Remind Sign-up Info.***

**Georgetown Middle School**

**Georgetown, S.C.**

**843-527-4495 (extension 819)**

[**jlackey@gcsd.k12.sc.us**](mailto:jlackey@gcsd.k12.sc.us)

**Planning Period: 4th Block**

**11:55 – 12:50 p.m.**

**Behavior and Discipline:**

**Mrs. Lackey follows all of the GMS rules and policies. Parents may refer to the GMS handbook to access this information. You will find below basic common sense applications to behavior. Teacher will use her discretion and may bypass steps in consequences as needed per behavior exhibited.**

***Basic Classroom Rules***

* **No bullying of any kind.**
* **Come to class prepared & on time.**
* **Keep HANDS & FEET TO YOURSELF.**
* **No gum, food, drink or cell phone.**
* **Follow directions, including hand signals.**

***Consequences***

* **WARNING FROM TEACHER.**
* **LUNCH DETENTION**
* **PHONE CALL HOME/PARENT CONTACT**
* **AFTER-SCHOOL DETENTION**
* **OFFICE REFERRAL**

**Tools for Success**

* **Textbook Everyday**
* **Student Notebook Everyday**
* **Core Chomps Everyday**
* **All necessary supplies: paper, pencils, pens, highlighters**

***Grading***

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**8th Grade Grading Scale:**

**A = 90-100 %**

**B = 80-89 %**

**C = 70-79 %**

**D = 60-69 %**

**F = under 70**

**Grade Weights**

**40% = Tests/Projects**

**30% = Quizzes**

**25% = Classwork**

**5% = Homework**

**LATE WORK POLICY**

* **I expect work to be turned in on the day due. I will, however, allow up to 3 “tardy” days for assignments with a 10 point deduction for each day late. In other words, if you to receive a 95 on an essay, it would be an 85 if 1 day late, a 75 if 2 days late, and a 65 if 3 days late and so on. (0) will be entered into my grade book for an assignment not completed. Naturally, there are illnesses and emergencies that will be taken into consideration.**
* **Students will be expected to turn assignments in at the beginning of class in the IN BASKET.**

**EXTRA CREDIT**

* **Extra Credit should be a “last ditch” resort. What I do believe in is providing opportunities to enrich your learning from time to time. Listen for them, and take advantage!**
* **No Name = No Credit?**

**Well, not quite – but you won’t receive credit until you claim your paper from the tray labeled “No name = No credit,” write your name on it, and place it in your block’s “in-box.”**

**IF YOU MISS CLASS**

* **Call a homework or class buddy.**
* **Check the homework page on my webpages and other webpages for information.**
* **Email Mrs. Lackey.**
* **If you know you’ll be absent for 3 or more days, have your mom or dad call Mrs. Lackey and arrange to have someone pick up your homework/assignments for you in advance.**
* **Look in your block’s IN FOLDER for handouts, etc. that you missed.**

**Procedures**

**UPON ENTERING CLASSROOM**

* **Homeroom students are expected to go to the restroom or locker before homeroom begins. Students will not be allowed to leave the classroom once they enter in the morning.**
* **Students will sharpen pencils if needed, then immediately sit down, put all books not related to ELA under desk, and begin working on “Bell ringer” activity.**

**GENERAL CLASSROOM ETIQUETTE**

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* **Please raise your hand to speak in class. Do not blurt out. Wait to be recognized.**
* **Please remain in your seat during class instruction and presentations.**
* **Please remain silent during announcements.**
* **Please be patient and use the restroom before or after class. Do not interrupt class instruction for water or restroom unless it is an emergency.**
* **Please use a hand-held pencil sharpener if your pencil breaks during class instruction.**
* **Please wait until the end of class to put trash away.**
* **Please handle all books with dignity and care…please do not thrown them across the room.**
* **Please use a quiet voice at all times.**

**TARDIES**

* **Being on time means that you are in your seat at the time that class is to start.**
* **Begin the “bell ringer” immediately.**
* **I expect a tardy pass or office excuse to be excused for a tardy.**

**CLASSROOM SUPPLIES**

* **It is your responsibility to bring your supplies (notebook, pen/pencil, folder, books) to class.**
* **It causes a problem for others when you frequently ask to borrow supplies.**
* **I wish I could supply every student but I can’t.**

**GETTING AROUND THE CLASSROOM**

* **This classroom is not a basketball court. Do not shoot paper ball baskets.**
* **Sharpen pencils before class, please.**
* **It is not polite to get up to sharpen your pencil or throw away garbage in the middle of someone teaching/presenting.**
* **Please limit your movement in the classroom.**
* **If you need a tissue or hand sanitizer, please wait for instruction or presentation to end.**

**MOVEMENT WITHIN THE SCHOOL**

* **Remain silent in the hallway.**
* **Please walk in a straight line.**
* **Remain with the class when moving from one area to another.**

**RESTROOM POLICY**

* **Students may not use the restroom in the first or last 10 minutes of class.**
* **Just ask permission….DON’T SCREAM….sign out, go, sign back in.**
* **If there is a medical situation, please provide a doctor’s note.**
* **Trips to the restroom should be “few and far between.” If they are not, Mrs. Lackey will call parent or guardian about this habit and interruption in learning.**

**HALL PASSES**

* **Hall passes are to be used to go anywhere but the restroom.**
* **Mrs. Lackey has restroom passes.**

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**HEADING OF PAPERS**

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**All papers should include:**

* **Student’s First and Last Name**

**Should go in upper right corner of assignment.**

* **Teacher’s name/Block**
* **Assignment**
* **Date**

**NEATNESS**

* **Neat handwriting is expected to earn credit on assignments.**
* **Use pencil or blue/black ink on assignments – not red, purple, green, etc.**

**TURNING IN WORK**

* **To be “on time,” an assignment needs to be turned in when it is collected during class.**
* **If you turn in an assignment after the time it is collected, place it in the “in-box.” Do not hand it to me or put it on my desk.**
* **After you’ve been absent, mark your paper with “AB” and place it in the bin for your class period. Without the “AB” I may not realize you were absent and give the work a “ZERO” by mistake.**

**MY DESK, CABINETS, COMPUTER, & SUPPLIES**

* **Off-limits to you unless I directly give you permission. Please realize that this is “my space” only. I will respect yours if you respect mine.**
* **A student may not be on a teacher’s computer, period. No exceptions.**

**FOOD/DRINK**

* **We will follow rules of GMS – no food and drink in the classroom, unless with a doctor’s note.**
* **Food is not allowed in class other than during special occasions.**
* **Absolutely NO sunflower seeds.**

**COMPUTER PROBLEMS?**

**• If you don’t have access to a computer and word processing is required, you have several options:**

**o GMS Lab**

**o GMS Library**

**o Let Mrs. Lackey know ASAP and she will help you out the best she can.**

**• If you realize that your printer is out of ink, you have a couple of options:**

**o E-mail the document to Mrs. Lackey at the e-mail address shown on this page**

**o Give work to Mrs. Lackey and she will print it for you**

**CLASS DISMISSAL**

* **The clock doesn’t dismiss you, and you don’t dismiss yourselves. I will dismiss you.**
* **Do not gather your materials and stand by the door when the end of class is near.**

**Questions? Concerns?**

**Don’t EVER be afraid to call me (at school) or e-mail me with questions. I check my e-mail from home frequently and can help you out as needed if I miss your call at school.**

**Classroom phone number: 843-527-4495 (Extension 2819)**

**Email: jlackey@gcsd.k12.sc.us**