**Mrs. Joyce and Mrs. Hanner’s Class Procedures and Expectations**

**General Information:**

The teachers and staff are doing everything possible to make sure Carthage Junior High School helps all students make the successful transition from middle school to junior high. Part of this transition will involve switching classes and handling more responsibility. In our classroom, our goal is to help each student grow academically and become independent learners who can think through problems and create solutions. The change from middle school to junior high school will be a challenge, but one that we can work through together.

**Morning Procedure:**

When entering the classroom, students will sharpen pencils, fill out the planner information from the board, and start on the morning work.

**Expectations:**

1. Our golden rule is to treat everyone as you would WANT to be treated.
2. Raise your hand before speaking. When working in groups during activities then this rule would not apply.
3. Keep your hands and feet to yourself.
4. Always attempt to do your best.
5. Use a conversational voice working in groups. This means only your group member should hear and understand what you’re saying. If I can hear you across the room, then I will ask you to lower your voice.

**Hallways:**

When walking in the hallways, at all times, all students are expected to be respectful, responsible, and safe. This applies when walking as a class or individually. When traveling by themselves, students will also need to get to where they are headed and not linger or make any stops to the bathroom or the nurse without any permission from a teacher.

**Homework:**

In math, there will be on average of 5-10 problems and there will be homework most days; however, students will have time in class to work on it. Homework can either be turned in to the tray or taken home for parents to check. Grading the next day gives students instant feedback and clarification. If absent, upon returning, **it is your child’s responsibility to check** to see what they missed.

In ELA, your child may have some reading or writing that may have to be done at home.

**Planners:**

Planners will be filled out every day for class. This will have a strong impact on making sure your child always has their homework done on time and keeps students on track with their learning.

**Materials:**

All students will be expected to come to school with the necessary items for learning (pencils, paper, binders, homework, etc….). If they need pencil, paper, eraser, we can loan them those materials in exchange for something from them in order to make sure we get our materials back. If a book is forgotten, they will need to share with a partner. If a student should lose a textbook, he/she will be required to pay the school for the replacement of that text.

**Grading/Late Work:**

I will use the grading scale that the district approves. Students will be given the opportunity to redo any work that is a C- or below. There will be a limit of 3 days after it is handed back to redo this. It will be the student’s responsibility to redo any work they choose. Late papers will automatically receive half credit.

**Ending Thoughts:**

In closing, I hope I have answered most questions you may have had on your mind. If there is something I did not answer, please feel free to e-mail either of us at:

[joycem@carthagetigers.org](mailto:joycem@carthagetigers.org)

hannerd@carthagetigers.org

Thank you,

Mrs. Joyce and Mrs. Hanner

Carthage Junior High School

Please sign and return the bottom portion of this page signifying you have read and understand our class policies. Please return this sheet to school with your child.

Thank You,

Mrs. Joyce and Mrs. Hanner

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Parent Signature and Date

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Student Signature and Date