

## Discipline

It is the responsibility of all 8<sup>th</sup> grade students to be model students to all Oakview students. It is a privilege to be a senior and it should be treated as such. It is every student's responsibility to be such a citizen on campus that it positively affects the behavior, morale, and academic performance of all students in the school. Following are a list of rules and procedures that if followed will make life in 8<sup>th</sup> grade very pleasant and rewarding. Remember this is not the end but only the beginning.

1. Worship (15 mins) - youth devotional, messages to young people, recorded music.
2. Bible – may be done at different times in the day based on class schedule e.g on Monday Bible may be done at the end of the day.
3. Students will be required to write across the curriculum
4. State test standards will be covered from the second week of school.
5. Individual progress will be assessed and information kept as to the academic progress.
6. At least two field trips will be scheduled
7. Students are expected conduct themselves in a disciplined fashion. The ultimate disciplinary guide will be the students' handbook. All students and parents will be expected to read it and sign, acknowledging that it has been read.
8. For classroom offences that are not directly addressed by the students' handbook;  
**First offence:** students will be warned and where possible prayed with  
**Second offence:** students will be given an appropriate form of discipline  
**Third offence:** student will be sent to the principal and disciplined at his discretion.
9. Students will be assigned regular projects in various subject areas – at least 2 every marking period
10. Students are expected to be in full uniform at all times
11. Student jobs will be assigned to aid in the proper functioning of the class, and to develop good citizenship qualities in each student.
12. Students will be expected to respect each other and the teacher. The teacher will also respect all students.
13. Students are expected to bring their supplies to class at all times.

**It is my desire to effectively and successively facilitate the learning of each student in the grade 8 classroom.**

## Classroom procedure

While the procedures listed below does not consist an exhaustive list, these are some of the regular procedures used in the classroom. The rules below are to be followed for the stated procedures.

### **1. Entering the classroom**

- a. Students line up in single file at the door. They enter one at a time, place their bags, lunch boxes, and coats in the designated areas, get needed material for class work, and sit.
- b. Students file into the class quietly.

- c. The routine will be practiced over and over until students get it done quickly and quietly.
- d. Students should complete task within 2 minutes.

## 2. Sharpening pencils

- a. Bring 3 sharpened pencils to school each day.
- b. Have a personal sharpener for emergencies.

## 3. Fire drill

- a. Immediately stop present task, stand, wait for verbal signal – go, start moving to the door in single file starting with the row closest the door, and assemble at designated location.
- b. There will be no pushing or shouting. Students will move quietly.
- c. Simulated drills will be done in class until perfection is achieved.
- d. Students should complete exit of building in a maximum of 2 minutes, lined up, and quiet at designated location.

## 4. Restroom use

- a. Bathroom break will have set times during the day. Students will line up quietly in two gender specific lines. I will take the boys to their bathroom at the end of the hall. While they use it, I will visibly monitor the girls as they use the bathroom 6 at a time since this is the number of stalls. The class will assemble at the door and wait for instructions to enter the class.
- b. Students will walk in two straight lines quietly.
- c. The bathroom procedure will be practiced as many times as necessary until there is no talking and lines are straight.
- d. Mastery will be achieved when they can go to the bathroom quietly, with no talking. And when the girls understand that no more than 6 of them are to be in the bathroom at one time.

## 5. Handing in papers

- a. For cooperative learning paper monitors are going to be assigned. They will collect the papers for their group. When they have the papers they hold their hands up for me to collect them. Once I say send papers up there is a 10 second window for them to be handed in. Late submission will result in 10% deduction. For testing, papers are to be given to the person in front of you until they get to the front of the class. Late test papers will be subject to a 10% deduction or may not be accepted at all once the teacher leaves the classroom.
- b. Students are to remain quiet during this process.
- c. The procedure will be simulated in class until students understand what is expected of them.
- d. Mastery will be achieved when students stop immediately and papers are given in without talking, in the method prescribed based on the activity.

## 6. End of day routine

- a. Students will neatly stack their books on their desks. They will then clean their immediate surroundings of all paper and trash. Once this is done all students will sit. They will be sent to their cubbies by their assigned cubby numbers 7 at a time to place their books in the cubbies. The class will then stand for prayer. After which all students will sit and wait for their busses or parents' names to be called over the intercom. No one leaves the class unless they are called.
- b. This will be an activity with low noise level. If the volume starts to raise a count of 1, 2 will be given in order to achieve an acceptable noise level.
- c. The dismissal routine will be practiced in class during the regular class time several times to allow the students to know what is expected. The routine will also be practiced at dismissal time. If the routine is not followed it will be repeated over again even if it means late dismissal for my class. I don't think they will want that.
- d. Students must follow the procedure as stipulated, with a very low decibel level.

## 7. Directed Practice

- a. Students will be working on assigned tasks. If a question needs to be asked the student raises their hand. I will approach the student see the need ask them to refer to the example on the board, or praise, prompt, and leave. This cycle continues for all students in the class. If no help is needed I will constantly move around to ensure all students are on task.
- b. The classroom is quiet. Hands are not raised while yelling out to the teacher. If it is a group activity the volume is very low. If the volume raises the count of 1, 2 is given to restore acceptable working conditions.
- c. Students will practice over and over what it means to use their hands not their mouth. Students will be taught that they need to think and stop whining.
- d. Students must use the instruction to help them complete their assignments. There is to be not talking during classes or directed practice.

Students follow procedure while attaining at least 80% mastery in independent practice

## Classroom Rules

**Tidiness** – No paper or loose leaf is to be seen in cubbies, under desks, or on the floor. All papers must be filed in their appropriate folders. Books are not to be placed on the floor, but rather in cubbies, under desks or in book bags. Each student is responsible for the cleanliness of their immediate surroundings.

**Cell phones** – All cell phones are to be turned off and put away during the day at school. Any phone heard ringing or vibrating will be confiscated and returned only to a parent or guardian.

**Games** – All electronic games are to be kept at home. Any games brought to school will be confiscated and returned to only parents or guardians.

**Uniforms** – All students are to be in full uniform each day, including belts and ties. Students are to ensure that shirts are always tucked into trousers or skirts. Parents will be notified in writing if their child/children are out of uniform. Note that the uniform rule also applies to gym uniform. Students will not be allowed to participate in gym if they are incorrectly attired.

**Homework** – All home work must be turned in on the due dates. Any late assignment will be reduced by 20 % for the first Week late. Assignments more than a week late will only be accepted with a valid written excuse from a parent or doctor. This policy also governs projects. Provisions will be made for students who have valid excuses such as sickness or bereavement. Excuses such as no ink to print, tiredness, pathfinder camp will not be accepted. Every effort should be made to ensure that assignments are turned in on time.

**Computer use** – There are two computers for the use and benefit of all students. Computers will be used with the permission of a teacher. No printing is to be done unless the permission of a teacher has been acquired. No eating or drinking is to be done at the computers. Any student failing to comply with rules governing the use of the computers will not be allowed to use them.

**Presentation** – All projects must be typed unless otherwise stated. Any work that does not comply with these rules will be returned and must be redone for reduced credit.

**Attendance** – Please note the attendance policy in the student's hand book as it relates to promotion to a new grade. It will be strictly enforced. If there is a problem that affects attendance please submit a letter signed by a parent or other professional explaining the reasons for poor attendance.

**Behavior** – All students are expected to abide by the rules of the class. Any student found in violation of class rules will be warned verbally for the first offence, assuming it is not a level two or three offence as stated in the student's hand book. A second offence will result in more stringent measures, such as a writing assignment, a call to parents, lunch/gym detention, or completion of "Student Disciplinary Report" form. A third offence will immediately be referred to the principal or a conference with the student's parents will be held. It is the privilege and right of each student to learn and any student that deprives their fellow classmate of such a privilege will be disciplined.

To quiet the class a count of **1, 2** will be given after which the class is expected to be quiet. Students breaking this rule will be dealt with as per the mentioned policy. Students will not be allowed to move or speak without the permission of the class teacher. Students when communicating with other students will speak in very low tones. Students will be allowed to retrieve their text books between classes and not during classes except in an emergency.

Students will not be allowed to run or talk in the hallway. Students when moving as a class will be lined up to do so. Bathroom breaks as a class will be given at periodically. Subject teachers may implement bathroom policies that suit their classroom management plan.

**Eating** – Students will not be allowed to eat in the classroom, except for class parties or half day schedules. Chewing of gum, eating of candy and snacks is strictly prohibited in the class. No surprise parties are allowed in the class room. Any such activity must be cleared with the class teacher first. This is to ensure that such activity does not disrupt the school's program.

**Field Trips** – Periodic field trips will be planned. Students with poor behavior will ***not*** be allowed on trips, ***including the senior trip***. There may be situations where students may be allowed on trips only if they have a personal chaperone.

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## State Exam Schedule

ELA – April 2 - 4, 2019

Math – May 1 - 3, 2019

Science Performance Test – May 20, 2019

Science Written Test - June 3, 2019

