**Classroom Expectations and Procedures: How Things Work**

**Ms. McAllister 7th Grade Intensive Reading**

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**Materials**

All students will need the following supplies:

* 2 3-pronged folders
* Loose leaf paper
* Plenty of pencils
* Chromebook

**Classroom Donations**

Each student is asked to make classroom donations. Below is a list of the items needed:

**1 box of Kleenex and 1 bag of candy**

**Entering the Classroom**

As soon as students enter the room, class begins. Each student should be in his/her seat before the bell rings with materials out and ready to learn.

**Daily Materials**

Students are expected to bring their Chromebook, three-pronged folder, a PENCIL, and any reading assignments to class every day.

**Rules and the Warrior Way**

Students will hear a lot about the WARRIOR WAY. It is a student’s job to learn and follow it:

* **BE PRESENT** by attending school every day, entering the classroom on time, making learning a priority, and actively participating in class.
* **BE PRO-ACTIVE** by being accountable for your learning and asking for help when needed.
* **BE RESPONSIBLE** by accepting responsibility for your actions, using your agenda daily to stay organized, and completing your work on time.
* **BE RESPECTFUL** by always following classroom rules, directions, and most importantly, respecting others.
* **BE POSITIVE** by encouraging and helping others, having an optimistic attitude, and giving your best effort at all times.

In addition to the WARRIOR WAY, we will discuss our set of classroom rules that focus on respect.

**Emergency Procedures**

Emergency routes for fire drills and tornado drills are posted near the door. For these drills, students are to follow the procedures exactly! The class must stay together and look out for each other.

**Library Procedures**

Throughout the year, we will have scheduled library visits. The library is an extension of the classroom and should be treated with respect. Library day should be utilized to its fullest potential. Students will leave for the library in a quiet orderly fashion. Students will use the time in the library to find a book and read silently.

**Substitute Teachers**

Substitute teachers are guests and will be treated with respect. As high as my expectations are for students while I am in the classroom, they are even higher when a substitute is in the classroom. Behavior problems and insubordination for a substitute teacher will not be tolerated. Please remember that I provide a feedback form for the substitute to fill out so I will know how the class went while we were gone.

Parents, please feel free to contact me at any time with questions, comments, or concerns. Be sure to check out my websites at [www.cpcsc.k12.in.us](http://www.cpcsc.k12.in.us) for important information!

Email: dmcallister@cpcsc.k12.in.us Phone: (317) 535-2025 (ext. 6542)

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(Parent Signature)

Sincerely,

Ms. McAllister