

# HISTORIAN'S TOOLBOX

<b>Social Studies Expectations and Procedures</b>	
<b>general class routines and resources</b>	<ul style="list-style-type: none"> <li>• class set copies: not hole punched (<b>not hole punched=not yours</b>); individual copies: hole punched</li> <li>• group/partner work is from assigned seat</li> <li>• participation: no calling out unless directed by teacher</li> <li>• for voices off, listen for count, or watch for hand raise (raise your hand also to help quiet the class quickly)</li> <li>• directions are always on power point slides</li> </ul>
<b>start of class</b>	<ul style="list-style-type: none"> <li>• do not enter class without being invited in by the teacher</li> <li>• voice off, write in agenda, then begin warm up</li> <li>• during warm up, do not approach the teacher or her desk unless urgent; begin your work and wait until later</li> </ul>
<b>bathroom, nurse, water, etc.</b>	<ul style="list-style-type: none"> <li>• <b>Do not ask at beginning of the class; tell a classmate at passing period to let me know</b></li> <li>• use hand signals for bathroom/water/office</li> <li>• always sign out if you leave the room</li> </ul>
<b>end of class</b>	<ul style="list-style-type: none"> <li>• <b>if you have not finished packing at the bell, you will have to leave stuff in the room</b></li> <li>• do not pack until the two minute warning</li> <li>• put away supplies, clean up floor, put desks in order, etc.</li> <li>• teacher dismiss you, not the bell</li> </ul>
<b>absences</b>	<ul style="list-style-type: none"> <li>• <b>for each day absent, a student gets a day to make up the work; within this time frame, a student must also schedule for missed quizzes/tests or that grade will remain a zero</b></li> <li>• refer to class web page and infinite campus; resources are your responsibility to pick up after you return</li> <li>• when you return, you must first fill out the absence form on the back table</li> <li>• work only sent home for illness/emergency after 3 days</li> <li>• work will not be given prior to the absence</li> </ul>

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<p><b>testing</b></p>	<ul style="list-style-type: none"> <li>• Any communication/interaction or technology during a testing session will result in a consequence, ranging from detention to a zero score, even if you have finished testing</li> <li>• students caught or suspected of cheating will be referred to the office, and disciplined according to school policy</li> </ul>
<p><b>graded work</b></p>	<ul style="list-style-type: none"> <li>• must be legible, in pencil or black/ dark blue pen, and on binder paper; otherwise, work must be redone for 20% off</li> <li>• work emailed to the teacher will not be accepted</li> <li>• work only accepted according to assignment directions (such as written or typed); typed work must be MLA</li> <li>• spelling: must show you know the information well</li> <li>• complete sentences: only required when stated in directions</li> <li>• no name: 20% off; student's responsibility to identify work</li> <li>• must include last names of people for credit</li> </ul>
<p><b>trade and grade</b></p>	<ul style="list-style-type: none"> <li>• red pen only</li> <li>• write name of grader and the total</li> <li>• no half credit; refer above for names and spelling</li> <li>• if you are unsure on an answer, <b>circle it</b> and do not write the total; do this on yours if you need something reviewed</li> <li>• map grading: only time spelling/capitalization is part of score; 1/2 point off each</li> </ul>
<p><b>late work</b></p>	<ul style="list-style-type: none"> <li>• homework: due at the beginning of class</li> <li>• late work: accepted at the beginning of the next class for a 20% deduction</li> <li>• technology problems do not excuse a late deduction</li> </ul>
<p><b>behavior</b></p>	<ul style="list-style-type: none"> <li>• First step: behavior forms             <ul style="list-style-type: none"> <li>-must fill out at back table; wait there until teacher speaks with you</li> </ul> </li> <li>• Next step: lunch detention             <ul style="list-style-type: none"> <li>-2 behavior forms=1 lunch detention and parent contact</li> </ul> </li> <li>• Severe or repeated behavior issues may result in a referral</li> </ul>