

**Classroom Procedures for Students:  
Middle School Social Studies  
Miss Lilek, Room 325, glilek@sfxlg.org**

**I. *What should students bring to Social Studies class?***

7<sup>th</sup> and 8<sup>th</sup> Grade: Assigned textbook, notebook, pen, correcting pen, pencil, highlighter, homework (as assigned).

\*\*Other supplies, such as scissors, glue, rulers, and colored pencils are available in the classroom for students to use. Students are encouraged to bring their own, if available.

**II. *What are the daily expectations of Social Studies class?***

Each student should enter the room in an orderly manner and proceed to his/her assigned seat. The above listed materials should be taken out of backpacks and placed on the student's desk.

Students should place any completed homework from the previous day into the "homework box" to be graded. At this time the student should also check his/her file folder, located in the file cabinets in the back of the classroom, for any graded assignments to be placed and logged into his/her interactive notebook. **Turning in homework on time, at the beginning of class is expected of each student** (except in the case of absence, illness, etc.).

Students should then begin copying the "Daily Objective" listed on the board into the interactive notebook on the designated page. Any "bell work" (listed on the board) should also be completed at this time.

During class, active participation is expected of all students. During whole group instruction, students will be selected at random to answer questions. This will insure that all students have a chance to participate in the learning. Students are expected to conduct themselves in a way that demonstrates that they are serious about their learning: **Sitting up straight, listening actively, asking questions, noting key information, and tracking the speaker**

(**SLANT**). Students are expected to be respectful of others at all times and in all classroom situations. Group work is important in Social Studies class; students should be prepared to work with any classmate and not just "friends." Specific procedures of group work will be taught in class prior to the first group activity.

At the end of class, time will be given for students to write down their nightly RATN assignment. **RATN** will be assigned almost every day; less frequently students will be given short, 10 point, **homework writing assignments** (including journal entries, current event summaries, and/or short answer questions from the text or worksheet). **RATN and homework writing assignments** will be posted on 1. On the online 7<sup>th</sup>/8<sup>th</sup> grade homework calendar, 2. In writing on the classroom homework board and 3. Explained orally. (All students are expected to use assignment books daily). As students pack up, care should be taken to clean up desktops and the floor under the desks. Students should move into line promptly to begin moving to the next class.

**III. *What is the grading policy for Social Studies class? Why is PowerSchool important?***

Students' grades in both 7<sup>th</sup> and 8<sup>th</sup> grade are calculated using a point system. Student work and assessments are assigned a point value based on the examples below:

Product/Performance Assessments: 100-200 pts.

Tests: 50-100 pts.

Unit Notebook Assignments: 75-200 pts.

Essays: 50-100 pts.

Quizzes: 10-25 pts.

Other short analytical writing assignments: 10-50 pts.

At the end of each trimester, a student's grade is determined by dividing that student's earned points by the total points possible for that trimester. Rubrics will be used to evaluate all work, with the exception of quizzes and tests. Grades are updated at least every 2 weeks, and students are encouraged to monitor their own grades via PowerSchool. Project handouts, class calendars, study guides,

and other important information can also be found on the links on the 7<sup>th</sup>/8<sup>th</sup> grade homework calendar.

Late work is handled according to the Middle School policy as detailed in the Middle School Handbook. **Late means that the work is not available at the time it is supposed to be turned in.**

All assignments should reflect the student's best effort and be of the highest quality in terms of neatness and legibility. Typing of any assignment is highly encouraged and welcomed. Crumpled, "fringed," or illegible papers will not be accepted. In these cases, the work should be redone properly. Additionally, while Miss Lilek will not deduct points for grammatical errors on written assignments, any incoherent work (poorly written/full of grammatical errors) will be returned to the student and should be redone properly.

**\*\*Bonus incentive: The class (one 7<sup>th</sup> and one 8<sup>th</sup>) with the highest average percentage on each test will receive a "Movie Day" in place of a regular lecture/instruction day.**

**IV. *How do students take notes in Social Studies class?***

Note taking is essential in Social Studies in both 7<sup>th</sup> and 8<sup>th</sup> grade. Students receive a detailed handout concerning the format and requirements for note taking at the beginning of the school year. Nearly all of a student's daily work is done in the interactive notebook; therefore, there will not be many loose papers sent home from this class. **Notebooks will be collected and evaluated on the day a unit test is given, and are therefore DUE for grading on test day (except in the case of illness or special circumstances determined ahead of time).**

**V. *What does a student do if he/she is absent or misses Social Studies class for some other reason?***

Homework buddies are assigned in each homeroom to write down homework for absent students. However, relying only on what a homework buddy writes down is usually not enough. **All homework/assignments are posted on the 7<sup>th</sup>/8<sup>th</sup> grade**

**homework calendar; it is the responsibility of the student to retrieve his/her homework from the calendar if he/she has missed class. Students may also come to school early (7:35 AM) or stay after school to meet with Miss Lilek about missed work. It is not appropriate to disrupt class to ask about missing work. It is also not appropriate to show up unannounced; students must discuss the best time to meet with Miss Lilek beforehand.** There are master notes and extra handouts available for students to use after an absence. **Quizzes and tests must be made up within one week of an absence**, unless there are special circumstances.

***Share this handout with a parent and both please sign on the lines below. Then, keep this handout in your notebook for reference.***

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Student Signature

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Parent Signature