

PROCEDURES

Welcome to Mr. Jensen's 7th grade Social Studies class! I'm looking forward to an enjoyable and successful year. In order to allow **all** of you the opportunity to be successful this year, we will have a number of daily procedures and routines. Having a pattern or procedure **helps** you to be successful!

Entering class

- Sit down and fill in your daily calendar.
- Get out proper materials for the day's activity – pen/pencil, paper, book, assignment, etc.

Completing Work

- All work is to be completed in **black** or **blue** ink, or in **pencil**. No other color will be accepted!

Asking questions

- Raise your hand and wait for Mr. Jensen to call your name before you speak.

When you are absent

- Check the “**Wonder Box**” at the front of class for missing work.
- You have one day per absence to make up late work.
- Write **ABSENT** on your paper before turning it in or it will be marked as **LATE**.

When you finish early

- If you finish an assignment early and have no missing work for this class you may work on an assignment for another class, read, pass back papers, or do extra credit if it is available.

End of Period

- The bell does not dismiss you from class. Mr. Jensen will dismiss class when the day's activity is completed.

Restroom/Water/Supplies

- Each student will have a Campus Key. The Key allows them to leave class a set number of times during the trimester. Students will be allowed to use their pass 5 times per trimester in Mr. Jensen's class.

Textbooks

- Bring your textbook **every day** unless Mr. Jensen tells you otherwise.

Late work

- Late assignments are marked down **10%** after one day and **30%** starting on the second day. Work will not be accepted after two weeks.

Cell Phones/Mp3 Players/Tablets

- Students may use their phones/ Mp3 players/tablets to listen to music during individual work time. Your device must be on the top of the desk during use. You will not be allowed to search for songs during class. Students must create playlists outside of class. No sharing of headphones. Any violation of this policy (texting) will result in a permanent loss of music privileges.

Food/Drink

- Students may bring a healthy snack to class. Water only.