

# Social Studies Syllabus

- Mrs. Thompson
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## Expectations:

- **I expect you're best! If you think you can do better then do it! Take pride in everything you accomplish, no matter how small the deed.**
- **Be Respectful**
- **Be Appropriate**
- **Be Prepared**

## Required Materials:

### American History

- Paper (Package loose leaf)
- Pencil (To be brought to class every day.)
- Computer (supplied by the School)

### Kansas History / Geography

- Paper (Package loose leaf)
- Pencil (To be brought to class every day.)
- Computer (supplied by the School)

## Class Rules:

- Engaging in activities that stop others from learning are prohibited!
- Engaging in activities that stop me, the teacher, from teaching are prohibited!
- Break one you break both.
- Procedures: will be demonstrated the first week of school. Additional rules will be discussed in class.

## Procedures:

### Before Entering the Classroom:

- Before entering the classroom students will line up outside the classroom.
- Students will line up behind the yellow line on the ramp leading to the balcony. Students should not block the stairs or the view of the teacher monitoring the hallway.
- Students will line up quietly so that instructions can be given.
- There should be no horseplay while in the hallway or in the classroom.
- The stairs and balcony area eco loudly this means you will have to be extra quiet when lined up.

### Entering the Classroom

- When you enter the room, take care of any preparatory tasks (sharpening pencils, getting supplies, 1st-period taking chairs down, etc.)
- Enter the room one at a time respectfully.
- Sit quietly in your assigned seat.
- Begin working on bell work.
- The bell does not signal the beginning of class. Class begins when you walk through the door.

### Entry Question

- Before allowing students to enter the room, students will be asked a question, these will be general questions that will help me get to know the students better.
- As students answer and enter they should not comment on other students' answers.

### Bell work/Calendar

- Bell work forms will be posted on Google Classroom.
- The objective for your calendar will be posted on the board.
- You are given five minutes (after the tardy bell rings) to complete that day's work. Use this time to its full extent. A timer will be on the board to show how much time you have left.
- IF you should finish your bell work and calendar before time has ended, sit quietly and respectfully while your classmates finish their work. This time is not for searching the web or playing games.
- *If you do not have a computer.* - Bell work should be completed on a bell work form found in the red hanging files beside the podium. These will be turned in at the end of every week to the trays found on my desk.

### Desk Bell Signals

- One ring = Too loud. We need to get on task.
- Two rings = Quiet, eyes on me, hand still.
- Three rings = Means we are done with the activity and we need to return to our desks.

### Responding to Questions

- Raise your hand (unless told to respond in an alternate way) and wait patiently and quietly to be called on.
- When called on, state your answer as concisely as possible.
- At no time will disrespect of a classmate's answer or question be tolerated.
- Do not yell out your answers. This is rude and disrespectful to the presenter and fellow classmates. It is also not fair to someone who has raised their hand appropriately to respond to the question.

### Group Work

- Quietly move to the location your group has been assigned to work.
- Verify that each student is aware of the task they are responsible for completing.
- Individually complete your part of the group task.
- While some work will be completed in groups, grades will be assigned according to completion of the individual components. If other members of your group are not working, this will impact their grade only.

### Class & Group Discussions

- Specific guidelines for each discussion will be discussed prior to the activity.
- When you have a point or an opinion to share, wait until you are acknowledged by the teacher or discussion facilitator before speaking up.
- If you are responding to another student, listen to their point fully before voicing your opinion.
- Any student who is unable to participate in class discussions respectfully and responsibly will be excused from the classroom and will complete an alternate written assignment.

### **Class Interruptions (Announcements/Phone Calls)**

- As soon as the phone interrupts class (for announcements or a phone call), any discussion taking place should cease.
- Wait patiently and quietly for the interruption to pass.
- If a phone call requires your input, you will be notified. Do not ask for information or hypothesize the content of phone calls.

### **When Called to the Office**

- Gather your things (if you will be gone for the rest of the period) quickly as soon as you are given the notice (phone call or office slip).
- Leave the room quickly, but quietly. Do not disrupt your classmates or the learning process.
- If you are not the student leaving, continue working without interruption. There is no need to say goodbye or wave or draw attention away from the learning process.

### **Leaving the Room as a Group (Drills, Library, Computer Lab, etc.)**

- If the departure is planned, gather your things and line up at the door.
- Leave the classroom in silence, walking quickly and quietly to our class destination.

### **Restroom Breaks/Leaving the classroom during class.**

- Students are allowed to go to the restroom but are required to serve five-minute detention after school.
- Anytime a student leaves the classroom they must sign out of the room and carry a pass with them. Upon returning to class students must also sign back in.
- This is to ensure that we know where the student is located at all times.

### **Seeing the Nurse**

- Alert the adult in the room that you feel you need to visit the nurse.
- Briefly describe the problem to the adult in the room so that the nurse can determine the appropriate course of action.
- If the nurse requests that you report to the nurse's station, follow the procedures for being called to the office.
- Students will not be excused to the nurse's station (or main office for medical concerns) until both the teacher and the nurse (or office staff) give their approval.

### **Asking Questions and Receiving Help**

- If you are comfortable asking questions in class, you are welcome to raise your hand or come ask questions after the teaching part of the lesson has been completed.
- If you are not comfortable asking questions in class, you may send me an e-mail or a message on google classroom and I will reply as quickly as possible.
- In addition, you can come to see me after class or after school if you would prefer to address your question that way.
- Please do not yell at me that you need help. Raise your hand be respectful.

### **Headings on Papers**

- In the upper right-hand corner of the paper, list your name, hour, and the date.
- When completing assignments on the computer, this information should still be included. Any assignment not containing this information will not be graded.

### **Submitting Work for Scoring (Paper)**

- Most in-class work will be picked up at the beginning of the hour. This work will be passed when the teacher asked for them.
- If an assignment is due at the end of class these will be your ticket out the door. These will be turned in using alphabetical order.
- No late work is accepted. (Turn in what you completed at the time it is due.) I give plenty of time for assignments during class. If you don't think you can complete the work in the allotted time. Talk to me about it. We will discuss if you have been using your in-class time wisely and decide if an extension is needed.
- If absent you have 3 days to make up the work. (That is one more than the student handbook allows.)

### **Submitting Work for scoring (computer)**

- This will be demonstrated in class, using google classroom.

### **Test and Quizzes**

- Tests will be announced a week before the test is to give to allow plenty of time to study. A tentative schedule will be posted to the school website in the calendar section.
- Students who do not score a 60% or above will be required to retake the test. These retakes will be scheduled after school.
- Quizzes will be given almost every Friday!

### **When Absent:**

- Check google classroom for posted assignments and instructions.
- Talk to a reliable friend/homework buddy.
- If still unclear on missed work, you may come in before or after school or send me an email or google classroom message.

### **Emergencies**

- All emergency procedures are posted near the door.
- When an emergency (or drill) is in effect, absolute silence is expected in order to facilitate the communication of information.

### **Class Dismissal**

- Prior to dismissal, chairs should be pushed in under the desks.
- Check the floor in the immediate area to be sure you are leaving nothing behind, and that area is clean.
- Wait behind your chair to be dismissed by the teacher. You will be dismissed when the room is clean and quiet.
- The bell signals the end of work time. It does not dismiss you. You are dismissed by the adult in the room only when the room looks as good as (or better than) it did when you walked into the room.
- An alarm will ring through my iPad that will tell us that there are 3 minutes of class left. This is so I do not lose track of time. It does not mean that class is over and that you can start packing up.

## **Number System -**

- The following number system should be used when possible to decrease class interruptions.
  - 1 - Restroom / Bathroom
  - 2 - Pencil / Sharpen or need one
  - 3 - Tissue
  - 4 - Water
  - 5 - Question / Comment

## **Disciplinary Action for Failure to Follow Procedures**

- In most instances, when a student fails to follow procedures, they will be given a reminder (or warning) that there are procedures in place that need to be followed.
- If the student fails to follow procedures again in the same class period, they will be excused to the hallway with an assignment (if the class is doing an in-class activity, an alternate writing assignment will be provided to the student).
- If the student can step into the hallway and "cool down" they are welcome to return to class.
- If the student cannot cool down or chooses to argue about going into the hallway, they will be excused to the office and will receive a behavior referral. Contact will be made with the parent, explaining the procedure that was not followed and the steps are taken before the student was sent to the office.
- At any time, depending on the severity of the offense, some steps in this process may be passed. Contact will be made with the parent, explaining the steps that were passed and the reasons those steps were not taken prior to more severe consequences.

## **Trauma-Informed**

- There is a building storm shelter where you will be allowed to go to self-regulate. Before you are allowed to go to the storm shelter I would like you to try to regulate yourself in a safe spot, if you need to get a drink, step into the hallway to breath etc. There will be a forecasting indicator that we will be using to help each other understand our own regulation from moment to moment.
- Make sure before leaving the room for any reason that you speak with me. To get into the storm shelter you must have a special pass.

## **Brain Breaks**

- During class, there will be at least one brain break. During this time students will be asked to participate in the day's brain break. This is a 1-2 minute activity to give the students a "break." Some activities will be related to content and others just for a little break.
- Students will not be required to complete the brain break. But they are not to use the time to socialize or play games on the computer.
- They may stand and stretch if they prefer.

## **Computer Related Procedures**

- The computer is not yours to personalize. It does not belong to you!
- You must follow all the computer policy rules.
- Headphones may be used at the teacher's discretion. Students must have permission before having headphones plugged into the computer or placed on or in their ears. Students must always be able to hear instructions and emergency

warnings, therefore students may only have one ear with the earbuds or headphones on and one ear open to hear the class instructions. Students will only be able to listen to music when working on the individual part of the lesson. If I am talking you should not be listening to music.

- There is a sign in my room indicating if you may listen to music. You should not be listening to music until I release you to do so.
- If listening to music becomes a distraction students will be asked to stop.
- When computers are not being used they should be closed.
- Students should only be on the computer when the class instruction permits them to be.
- Students computers are for your education only.
- Games are not permitted. (Only review games that I have assigned will be allowed.)
- Students should never be taking pictures or using the camera unless told to by the teacher.
- You should not be searching the web unless instructed to do so.
- Computer settings should not be changed unless told to by a teacher.
- Downloading anything to the computer is the misuse of the computer and against your contract. (examples: VPN)

### **Off Limits to Students**

- Students are not to go into the closet.
- Students are not to go behind the teacher's desk unless asked to by the teacher.
- Students should not take things off the teacher's desk unless given permission.

### **Food and Drinks**

- Food should not be brought into the classroom. The only exception is water and second chance breakfast.

### **Work Time**

- When allowed to work on assignments in class students should work quietly.
- Students are not to move to a new location without permission to do so.
- Students may talk with their table partners unless they are told that talking is not allowed and as long as the talking is on task with the assignment.
- Work time is not social time.

### **Checking out/in Materials**

- Students may check out textbooks on a one night basis. They must be returned the next morning unless otherwise discussed with the teacher.
- Students will need to sign out the textbook on the clipboard found near the door.
- Students are then to return the textbook to the teacher's desk the next day so that it may be checked in by the teacher. This is so that I have a record of the textbook being returned.
- Students must return the textbook in the same condition it left.
- We only have a small number of textbooks.

### **Substitute Teacher Expectations**

- When a substitute is present in the classroom you are to behave as if the teacher is present or even better than when the teacher is present.
- Do not argue with the substitute.

- Any student who is misbehaving and has their name left by the substitute will be given an automatic behavior referral.

### **Journals**

- Students will be keeping journals. These journals will be Turned in on Monday and returned on Friday. Over the weekend students will reflect on their learning.
- These journals will help me gage the movement of the class. Students will use the journal to reflect on learning and apply the information they have learned throughout the week.
- Students will be provided one composition notebook to use. If it is lost then the students will be asked to replace the journal.
- Specific instructions will be given in class so that students clearly understand what is expected in the journal.

### **Miscellaneous**

- Do not write/draw on the whiteboard unless otherwise instructed to.

### **Grades:**

- Grades are based on a points system and weighted as follows.
- 25% Assignments
- 25% Quizzes
- 50% Tests
- Grading scale USD 445

**Feel free to email me, with concerns or questions!!!**