

7th Grade Classroom Procedures and Policies

1. Start of Day Procedure

At the beginning of the day, the student will place their backpack in their locker and bring their assignment notebook and any homework assignments or textbooks into the classroom.

The student will place their homework assignments into the appropriate slots and return their textbook to their place. If there is an assignment to be given to Mr. Matthies, the student will inform Miss Wilde before exiting the classroom.

On Mondays, church attendance sheets will be sitting on the student's desk. They will fill it out and hand it in to the appropriate slot.

The student is expected to be at their desks and ready for the school day by 8:00am. This means they have at least one working pencil and their Word of God (M/W) or Catechism (Tu/Th) work out on their desk. On Fridays, they will prepare their Math supplies to be ready after chapel.

If the student is ready for class before 8:00am they may choose to a) read, b) pray, or c) talk quietly with another prepared student. When the timer goes off at 8:00 or Miss Wilde rings her chimes, the student will put away extra items and/or return to their desk.

2. Transition Procedure

When transitioning, the student is expected to get the supplies they need for their next class quickly without speaking to other students. If moving classrooms, the student will wait until Miss Wilde dismisses them before quietly departing the classroom.

3. Line Up Procedure

When it is time to transition to another location, the student will collect all the required supplies and line up at the door. Once Miss Wilde sees all the students lined up and ready, she will dismiss them and follow behind.

4. Hallway Behavior

The student needs permission from a teacher to be in the hallway.

When in the hallway, the student must be quiet and respectful of other classes taking place in other classrooms.

If grabbing something from their locker, the student will do so quickly and quietly, returning to the classroom as soon as possible.

If walking to another part of the building, the student will keep their voice off and hands to themselves and go directly to their destination.

5. Bathroom Procedure

The student will ask for permission to go to the bathroom, unless it is an emergency that they cannot avoid. They are to use the bathroom, wash their hands, and come back to the classroom as quickly as they are able. Students will be encouraged to use the bathroom during transitions or study halls rather than during a class.

6. Water Bottles

The student may have a water bottle in the classroom. It should arrive full each day, and if the student chooses, they may leave it in the classroom overnight on weekdays. They will be encouraged to take it home for cleaning over the weekend. The student must ask a teacher for permission before leaving the classroom to fill up a water bottle.

7. Handing in Assignments

The student will have assignments to hand in at the beginning of each day. Each assignment should be placed in the correct slot at the beginning of the day. 6th and 8th graders will hand in their Literature assignments when they enter the classroom for that class.

Some assignments will be assigned and handed in on Google Classroom for the following classes:

- Literature
- Writing/Grammar

8. Current Work Storage

At times, the student will be working on a project that will not be handed in the next day. In order to keep it neat and uncrumpled, each student will have a slot where they can keep assignments and work they need to complete. If it is oversized, the student will give it to Miss Wilde to store and return it to them as they need it.

9. Classroom Library

The student is welcome to look through and peruse the classroom library for a book to read. Should they choose to take one to their desk, they will write on the clipboard what book they took and what date they took it. They will be checked in with periodically to ensure that it is returned in a timely manner.

10. Lunch Procedure

At lunch, the student will sit at one of two tables with their class and their teacher. They will eat only the food packed for them, not exchanging with others. As they eat, they will do their best to make as little a mess as possible. The student is allowed to talk with their peers around the lunch table so long as they remember to eat.

When lunch is over, the student will clean up their trash and line up at the designated spot by the counters. The students with jobs associated with the lunchroom will complete their tasks and join the rest of the line.

11. Classroom Jobs

The student will have a classroom job to fulfill. The classroom jobs and expectations are as follows:

Whiteboard (2)	At the end of the day, these students wipe the boards in the classroom and ensure they are clean for the next day.
Substitute	If any student is absent, this student fills in for their job and collects the assignments and papers that student will need.
Lunch Staff (3)	After lunch, these students are responsible for cleaning the tables used by the 7th graders at lunch, ensuring there is no trash on the ground, and pushing in the chairs.
Classroom Aide	This student helps Miss Wilde by handing out papers and supplies as necessary.; brings the Science homework to Miss Ott as necessary
Classroom Trash (2)	These students are responsible for ensuring that there is no trash on the floor of our classroom.
Chromebooks	This student ensures that all chromebooks are plugged in and accounted for at the end of the day.
Librarian	This student checks the classroom library and checks in on students who have books checked out.
Hallway	This student checks the hallway outside the classroom for garbage and lost items at the end of the day.
Desk Washers (2)	These students are responsible for cleaning the classroom desks at the end of the day.

12. End of Day Procedure

At 3:00pm, the student will ensure that all their assignments are written correctly in their assignment notebook. They will organize everything they need to take home on their desk before asking the teacher for permission to go into the hallway to retrieve their backpack. When the student reenters the classroom, they will put the necessary items in their backpack and set it to the side of their desk so the desk washers can wipe off their desks.

At 3:05pm, all students will be sitting at their desks with their backpacks next to them ready for the end of the day prayer. After the prayer, students will line up at the door and wait for Miss Wilde to dismiss them to the parking lot.

13. Late Work Policy

We believe...

- Our job is to measure evidence of learning or capacity against a set of standards.
- Assigning a “0” on a single assignment is the “academic death penalty” and is not mathematically accurate.
- Grading penalties do not lead to increased effort.

Therefore, our late work policy is as follows:

- Any work that is not completed and turned in on time will be marked as “incomplete” in the gradebook and will be noted in Gradelink under “discipline”, just as a way to track it.
- When the work is completed and turned in, students will receive the full credit they earn for that assignment, and will not be penalized for being late.
- A student’s entire quarter grade will be incomplete as long as the assignment isn’t completed and handed in.

14. Expectations of Our Students

We expect students to be willing to learn about their Savior and other areas of the curriculum offered to them. We expect students to be respectful to parents, teachers, volunteers, and each other. We expect students to have clean minds and clean mouths. We expect students to display their Christian conduct at all times and in all places. These expectations are simply demonstrations of their faith.

15. Computer/Chromebook Use

Crown of Life Lutheran School has been blessed with a wonderful amount of Chromebooks for the school. These Chromebooks are property of Crown of Life. Every effort is made to ensure that students in grades 3-8 have a Chromebook to use while they are at school. Students in grades K-2 share a cart of Chromebooks. Crown of Life uses Chromebooks to varying degrees for testing and daily work. These Chromebooks are to remain at school unless special permission has been given by the classroom teacher and cleared with the principal. In the event that a student causes damage to a Chromebook, the principal will reach out to the family to discuss the situation. It is possible that full compensation for the chromebook is required from the family. The full-time Education Committee will be made aware of these specific situations.

16. Personal Technology Devices

The student will keep any and all cell phones or other personal technology devices turned off and in their locker during the school day.

Students are NOT permitted to have cell phones or any other personal technology devices powered on or in use during the school day, during after-school study hall, or in the car line after school. These items will be confiscated and returned to the parents. If students need to contact home for any reason during the school day, the school secretary will assist them in the office.

Miss Wilde's Classroom Management Plan

MISSION STATEMENT

Crown of Life provides an exceptional Christ-centered education in a vibrant and safe setting, preparing students for life on earth and eternity.

Crown of Life Lutheran School is a partnership between parents, teachers and students. In an attempt to make this partnership successful, I am committed to:

1. Instructing and training the children entrusted to me diligently and faithfully in the chief truths of the Word of God as they are revealed in the Scriptures and set forth particularly in the Small Catechism of Dr. Martin Luther.
2. Teaching the children thoroughly in the elementary branches of learning in the spirit of the gospel.
3. Maintaining Christian discipline in the classroom and enforcing the guidelines of the school as laid out in the handbook.
4. Working with the parents and student in establishing good study habits and in supervising their child's homework to see that assignments are complete and well done each day.
5. Remaining committed to Biblical principles and striving to witness those principles in all that I do.

The students are a large part of the equation of cooperation and it is my hope that they are committed to making the most of their education at Crown of Life.

I believe that students in 7th grade should have the opportunity to make choices for their own education so they can develop personal responsibility and intrinsic motivation. Therefore, the students will have the ability at the beginning of the year to work with me to create a set of classroom rules. With guidance, my goal is that they will produce guidelines with the following thoughts:

1. Students will show their love for Christ in all they do. (1 Corinthians 10:31).
2. Students will treat everyone with kindness and respect (1 Thessalonians 5:12-22)
 - a. Students will show respect to those in authority over them (Ephesians 6:1-4).
 - b. Students will show respect and love to their fellow students (Colossians 3:12-17).
 - c. Students will set good examples for the students in the lower grades (1 Corinthians 8:9).

With choices and accountability come consequences for actions that occur when our sinful nature overcomes us. When this happens, I will work with the individual student(s) involved to come to a resolution, as each person and case are different. My goal with classroom consequences is that

1. The student will learn from their error.
2. The student will choose to follow classroom expectations instead.
3. Both the student and I are content with the consequence.

If a student is disrupting the learning environment, he/she may be sent to the principal's office or immediately outside the classroom within eyesight of the teacher.

In view of God's mercy, we are motivated to show a Christ-like love to one another. I believe our classroom will be one where we can use our God-given talents to the best of our abilities and to His glory.

Please feel free to contact me at any time if you have questions or concerns. If you have a general question or other non-pressing matter, you can email me at lydia.wilde@colwsp.org.