

## Seventh Grade Procedures

### Before School:

- Stay outside – no one in the building, except during inclement weather. You may be directed to go to the gym breezeway during inclement weather.
- Upon arrival to campus, stay within the parameters of the Thunderbird Academy building on/ around the basketball court.
- At 7:50, whistle/adults signal to line up on the basketball court by homeroom facing east.
- Line up in a timely manner, do not linger in the back of the lines.
- Keep hands to self, no horseplay while outside waiting in line.
- Wait for a staff member to dismiss you to enter the building.

### Entering the classroom:

- Sit at your assigned seat.
- At the discretion of the teacher; remove jackets, sweaters, and sweatshirts. Place them on the back of your chair.
- Place book bags or backpacks on the back of your chair, out of aisles and walkways.
- Fill in agendas
- Check for and get out the following:
  - Homework assignments
  - Agendas
  - Folders
  - Paper, books, notebooks, pencils, etc.
- Begin working quietly on the bell work assignment, whether it be silent reading or an activity on the board.
- Know the procedures for entering the classes.

### Tardies:

- If you are tardy, report to the Thunderbird Academy Office and get an admit slip.
- Give the admit slip to the Homeroom teacher.
- Proceed to the class you are tardy to.
- Quietly follow the procedure for entering the classroom.
- If you have questions, see the teacher.

### Absences:

- Bring notes and give them to the Homeroom Teacher.
- It is the student's responsibility to obtain missing assignments for the days absent.

### During the warm-up/bellwork assignments:

- Work silently, on your own until your bellwork assignment is completed.
- Signal if you have a question or need help.
- When finished with the bellwork assignment, quietly take out your library book and begin reading.

### Paper heading:

- Write the paper heading on upper left-hand side of paper to the right of the margin line.
- Write neatly and legibly.
- Example: (The following is suggested, some classes may require other information.)

Benjamin Bahe	→	Full Name
8/05/17	→	Date
2 <sup>nd</sup> Hour/Math	→	Hour/Class
Order of Operations	→	Topic

**During instruction time:**

- Have paper and other material ready.
- Listen carefully and follow directions.
- Make an honest effort to try.
- Ask sensible questions at an appropriate time.
- Wait to sharpen pencils.
- Raise your hand if you have questions.

**If you finish early:**

- Know the individual teacher's expectations and procedures.

**Dismissal from class:**

- Wait for your teacher to dismiss you, not the clock.
- Pack up all your belongings.
- Pick up on the top of, underneath, and around your desk.
- Know the procedures for exiting the class.
- Go quietly and directly to your next class.
- If it is your last class, put the chairs on top of the desks or tables.
- At the end of the day, go directly to the bus loading area if you are a bus rider.
- If you are walking home, leave campus immediately at 3:20 using the designated cross-walks.

**Hallways:**

- At the water fountain, wait your turn.
- When in the hallways at any time, whether as a class, group or alone, move to your right when another person is approaching from the other direction.
- When you are with a group or class, walk to the right in single file.
- No restroom or water breaks between classes, ask the teacher's permission prior to going to the or for water.

**Restroom breaks:**

- Restroom breaks may be granted throughout the day and at appropriate times.
- You must sign-out on the class sign-out sheet prior to leaving the room and sign-in when you return to class.

**School Counselor:**

- Referral is required to see the counselor.

**Lunch Procedures:**

- Follow instructions to enter the cafeteria.
- Sit with your 4<sup>th</sup> Hour class
- Wait for your class to be dismissed to dump your tray and to be dismissed from the cafeteria.
- Students from each class will be assigned to clean the tables.
- You must ask your lunch monitor permission to use the restroom in the cafeteria.