Reading Class / Writing Class (8th Grade)

Ms. Lee – 405-996-7316
KIPP: College Preparatory
2019-2020 School Year
Our Core Values

Excellence

Why do we strive for excellence? We want to become the best people we can be and so that we can accomplish our goals and lead a successful life. (TO & THROUGH COLLEGE)

We can show Excellence by:

- Completing homework nightly
- Coming to school on time and prepared every day
- Asking questions to peers and teachers and participate in class discussions
- Answering questions in complete sentences by restating the question.
- Leaving the school spaces and the world a better place than we found it.

Empathy

Empathy is the ability to understand how someone else is feeling or to understand the situation they are in. It is the ability to “put yourself in someone else’s shoes” and to understand the way a situation might make them feel.

We can show Empathy by:

- Welcoming everyone with open arms.
- Tracking the speaker and remain silent when others are speaking without interrupting.
- Shouting out a teammate
- Helping our community.

Ganas

Ganas is when you face challenges with grit and determination. Students always work hard and keep trying when things are difficult.

We can show Ganas by:

- Naming a daily, weekly, monthly, or yearly goal and work towards the goal without giving up.
- Working on challenging work and always try your best
- Improving ourselves and always striving to be better than the previous day.

Identity

We understand who we are in strength, purpose, and heritage. We know that what makes us special also makes us beautiful and powerful. We love ourselves and are proud of whom we are.

We can show Identity by:

- Standing up for what we believe in
- Respecting everyone and their background
- Representing our true self both in and out of school
**Choices & Outcomes**

Within all aspects of our daily lives, life presents us with many choices, all of which have different possible outcomes. In this world of choice, it is the self-aware individual who grows to change the world and finds happiness along the way. The stories we tell ourselves about WHY an event happens – particularly events caused by other people – that shapes how we choose to respond. It is this space of *interpretation* that determines the effectiveness of our responses. Here’s how we’ll talk about this in class:

Notably, the only two dimensions under our control in this scenario are our *interpretations* and *choices*.

**Our Rules**

Scholars will...

1. Follow directions the first time they are given.
2. Enter class prepared with the necessary materials for learning.  
   
   S = sitting up
3. Treat all persons, property and spaces with care.
   
   T = tracking
4. Maintain attentive posture and appropriate eye contact at all times. STAR 
   
   A = attention to task
5. Self-monitor their volume.  
   
   R = ready to learn
6. Speak using Standard English to the best of their ability during class time.

**Extensions of the Rules...**

- **Scholars will work hard and participate in all activities.** Refusal to participate is unacceptable.

- **Remain seated at your desk at all times.** If you need to exit your desk for any reason, shy of an emergency, raise your hand and request permission of the teacher. If, however, your bodily up-chuck reflex takes over, please excuse yourself quickly and quietly and exit to the rest room. No puking in class.

- **Scholars will maintain silence as the baseline condition for learning.** Unless otherwise instructed, all scholars are expected to remain silent in class. Silence is that state in which the brain functions most effectively, which is why we start here and interact when necessary.

Rules, procedures, and consequences may be added, deleted, and changed by Mr. Smalley as the year progresses.
Systems & Routines in the Classroom

Systems make the world go ‘round. In our classroom, we will have a series of systems- routines and procedures- that we will use to make the most of our learning time.

Entrance Procedure

Enter the classroom quickly and **silently**. During the first five, you will:

1. Prepare your materials for class.
2. Set up your station. (See picture to the right.)
3. Begin working immediately on *Do Now* activity.

The *Do Now* is to be completed in absolute silence so that Ms. Lee can take attendance while you work. If you are not set up and working by the time Ms. Lee has taken attendance, you will not earn a college cup point.

Transitions

When we are in transition from one activity to another, the change will be swift, silent, and orderly. We will switch from one book to another, prepare and return materials, etc. as quickly as possible. The optimal amount of time to spend in transition should be less than ten seconds, and we will work towards a goal of seven seconds.

Additionally, students will assist with specific transitions into classroom modes, including:

1. **Quiz Positions**
2. **Gallery Walk**
3. **Shout-outs**.
4. **Etc.**
Gestures / Hand Signals
In order to maximize our learning time, we will have students use SILENT gestures so as not to disrupt the class from its tasks for the day.

Getting Paper / Post-its
Hold up the back of your hand, mirroring a sheet of paper, to indicate that you need a missing sheet.

Bathroom Use
Students who need to use the restroom should indicate this with two crossed fingers. Once gaining nonverbal permission from Ms. Lee to use the restroom and she has signed your green sheet, they must sign-out on the sign out sheet by the door and put on the pass. Students who do not use the signal will not be permitted to exit the room.

Use the appropriate non-verbal signal every time. See student handbook.

Speaking in class...
In class, speak only when...

1. You raise your hand, and Ms. Lee calls on you (or) signals that you should respond as a group.
2. I ask you a question and you are responding.
3. I instruct you otherwise (e.g. during group work, turn & talk, etc.)
4. You are dying.

There are no side conversations in class.... ever. Seriously.

Dismissal from Class.

During the last five, Ms. Lee will give you a minute to pack your belongings. Ms. Lee will begin a final countdown. Once everyone is packed, standing, and silent, Ms. Lee will dismiss the class.

0 = Silent
1 = Pack and Stack
2 = Stand up & Push in chair
3 = Silent Line Up
Heading

Every paper that you write in class will have a consistent heading.

Name
Date
Class / College

Assignment

Papers that do not have the heading will not be collected.

Quality of Work

Scholars always complete work of the highest quality. All work completed inside and outside of class must meet the CANS criteria.

Complete-
Accurate-
Neat-
Sentences-

All work is complete.
The work is completed correctly.
The work is written legibly on wrinkle-free paper that has no frilly fringes.
The work is written in complete sentences.

Any work that does not meet these criteria will not be accepted. Likewise, when speaking, all students are expected to use complete sentences.

While you were out...

All work from class will be filed in the file drawers on the side of the room. It is your responsibility to collect your work when you are absent, including scheduling any make-ups for missed tests, quizzes, etc. Ms. Lee will not seek you out.

Classroom Roles

As scholars, we will run our classroom. Classroom workers will select their position of interest and volunteer/apply for it based on need and availability.
Homework

Homework will be assigned every night, Monday through Friday. It will be collected the following day at the beginning of class. 100% expectations!

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If you are absent, you are responsible for any missed HW assignments. You have until the day after you return from your absence to complete any missing assignments, otherwise it is marked with a “zero”.

While you complete the Do Now, Ms. Lee will check to see that you have completed your HW. Place it immediately on your desk as you enter and take your seat at the beginning of class, and set up your station. If your homework is not present when homework is collected, or if it is incomplete, sloppy, wrinkled, etc., it will not be accepted and you have to redo it.

Students will be assigned WHA for missing/incomplete HW.

*****

If you forget what your homework is for an evening. To prevent any negative impact on your grade, contact a classroom colleague. If you cannot reach your classmate, call Ms. Lee on her cell phone at 405-996-7316.

If you need help with your homework, first call a colleague for assistance. If you still need additional help, contact Ms. Lee on her cell phone. If I do not answer and you need to leave a message, state it in the following way:

“Hi, Ms. Lee, this is {your name}. I need help with the {name of assignment} homework. You can call me back until {time} at {phone #}. Thank you.”

Do not leave more than one phone message/text, and do not call or text after 8:00 PM any given school night and 9:00 AM – 5:00 PM on weekends.
Volume Register
In class, we will employ a simple volume register to help us maintain an appropriate volume in class. Often, Ms. Lee will refer to each of these levels simply by number for quick reference. Please note that our default volume for conversations in class is “Level 2” Quiet Voices.

5 – Celebration. We use these loud, crazy voices at pep rallies, concerts, etc. We nearly never use these voices in class.

4 – Projection. During presentations, we project our voices to fill a large space and maintain the attention of a large audience.

3 – Conversation. We converse at a comfortable level in group work, labs, at meals, etc. Conversation level is loud enough that only those in your immediate vicinity can hear you.

2 – Quiet. We speak quietly at times when others are working (e.g. office spaces, hallways, etc.). This is our default volume at KIPP; when unsure of how to communicate, speak quietly. When using a quiet voice, only the person closest to you should be able to hear you.

1 – Whispering. When whispering, your breathe words voicelessly. We employ these voices to ask a colleague for a pen, ask what page we’re on in class, etc. so as to attract no attention to ourselves in class.

0 – Silence. When silent, we do not speak or communicate vocally in anyway.
If Ms. Lee is out...

On very rare occasions, Ms. Lee may be away from class. If this happens you will run yourselves. During the course of the year, we’ll work to make sure that you have the habits of excellence mastered well enough so that you can do this well.

Other routines & procedures...

All additional routines and procedures will be discussed and practiced as the year progresses.

Grading

<table>
<thead>
<tr>
<th>Assignment</th>
<th>%</th>
<th>Points</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Assessments: tests, essays,</td>
<td>40%</td>
<td>100 points</td>
<td>Within 5-7 school days</td>
</tr>
<tr>
<td>projects, labs, etc. Administered 1-2 times per Unit; 8-10/quarter</td>
<td></td>
<td></td>
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<tr>
<td>Minor Assessments: quizzes, etc.</td>
<td>40%</td>
<td>30 or 50 points</td>
<td>Within 3 school days</td>
</tr>
<tr>
<td>Administered roughly every week; 10-12 per quarter</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship – Homework &amp; Class Work</td>
<td>20%</td>
<td>10 - 30 points</td>
<td>Entered weekly</td>
</tr>
<tr>
<td>HW will always be turned in.</td>
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<td></td>
<td></td>
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</table>
# Reading Class & Writing Class Supplies

<table>
<thead>
<tr>
<th>Got it?</th>
<th>Qty</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Trapper Keeper</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1” three-ring binder</td>
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<tr>
<td></td>
<td>1</td>
<td>pack of 3 hole-punched, college ruled paper</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>3 hole-punched pencil/pen case</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Pencils (sharpened)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>blue or black pens</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Composition OR 90 sheet or less spiral notebook</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post-its (several packages for year)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>yellow highlighter</td>
</tr>
</tbody>
</table>

You will need to have these supplies in class no later than **Wednesday Aug. 21st**