

Rules, Procedures, Policies & Grades
Room B10: Mr. Luna and Ms. Nancy

Rules

1. Practice respect



2. Keep hands, feet and objects to yourself



3. Make this a safe space for everyone



4. Face the front of the class with feet under your desk, and four chair legs on the floor



Procedures

Procedures are how we organize ourselves so we can learn. There is a procedure for everything from how to get a drink of water to when I need your attention. As a member of this classroom, you are expected to follow all procedures and instructions.

Greeting at the door: Mr. Luna will be at the door every day to greet you with a fist bump, handshake, wave, or greeting of your choice. We do not have to touch if you don't want to. Mr. Luna will greet you by name and you are expected to say his name, too. This is how you enter the classroom with respect.

- If the door is locked, wait patiently in line until the door is opened. Please do not knock!
- If Mr. Luna is not currently at the door, he will return soon—please line up quietly in the hallway until he comes back.

Tardiness: If you are late to class, knock on the door and wait for a teacher to answer. Mr. Luna or Ms. Nancy will greet you by name, and you are expected to greet them back by name. Never enter the classroom without permission.

Materials: While greeting you, Mr. Luna will give instructions on what materials to pick up; there are also signs to remind you. Take a copy of whatever class materials are at the front shelf. Be neat! Please take only one copy, and pick up any that were accidentally dropped or misplaced. If you forget these materials after class has started, there may be consequences (see policies.) After you pick up your materials, go to your assigned seat.

Warm up: There will always be a warm up. After you're settled in, silently begin the warm up. Please do not ask for help; most of it will be review material we have already learned in class. You can skip any question you wish so long as you keep working on other questions. These are not graded, but your efforts are. When you are done with the warm up, signal Mr. Luna or Ms. Nancy with the "I'm done!" need card so we can review your work and discuss it with you. Here's what will happen:

- If your work is correct, you may read quietly, draw on mini-whiteboards or the back of the warm up, chill, or put your head down and close your eyes. Do NOT talk to your neighbor.
- You should correct the warm up if told to do so.
- Mr. Luna might shake his head and make a gesture to signal that he is about to begin instruction. At this point, he will not review questions with you.

Attention: When Mr. Luna wants your attention, he will hold up his hand and countdown from five (i.e., five, four, three, two one.) If the entire class is not quiet and listening when Mr. Luna reaches one, he will start a timer. This is time the class owes Mr. Luna, and it will be taken from your passing period/break/lunch/end of the day when you line up to leave.

Need cards: Each table has a set of laminated need cards. These include: “Bathroom”, “I need help, please”, “I’m done!”, “Tissue”, “Water”, and “Other”. When you hold up a specific need card, Mr. Luna or Ms. Nancy will react in one of the following ways.

If it’s okay for you to leave your seat and fulfill the need, we will gesture with a thumb, like this:



If, however, you have to wait to fulfill your need, we will hold out a hand and show the palm, like this:



We will come to you if you use the “I need help, please” or “I’m done!” cards when we are able. Similarly, if you hold up the “Other” card, it means you have a personal need. A teacher will check in with you when we are available. Please be patient. Other students have just as many needs as you do, and we try to be fair with our attention.

If you ask for help too often, or ask us to check your work multiple times, we will give you a checklist of steps to take independently and coupons for our attention.

Leaving your seat: Any time you have permission to leave your seat, do so quietly without drawing attention to yourself. Engaging in attention-seeking behavior will result in consequences, and might endanger your ability to leave your seat again. Never get up and wander the room without permission.

Bathroom and water: John Muir Middle School allows only one person at a time to leave the classroom.

- For bathroom or water, raise the correct need card and wait for permission.
- Sign out on the clipboard by the door with your first name and the time. We have a digital clock on display where you pick up your materials; check the clock to write the correct time.
- Take the hall pass with you!

If you forget to sign out, if you don’t write the time, or leave the hall pass in the classroom, consequences may apply.

Unless the B-hall bathroom is closed or there is an unusual situation going on, we expect you back within 3-4 minutes. Mr. Luna and Ms. Nancy have been known to knock on bathroom doors and poke our heads in, so if you don’t want to be embarrassed, be quick about completing your business! If you have a medical issue that requires longer bathroom time, talk to us privately and be prepared to give us a parent/doctor’s note.

Breaks: Everyone may earn a five-minute break within reason. You can take a break by showing the teachers that you are doing your work and following procedures. Breaks are available after you are done with the warm up, and before the final few minutes of class.

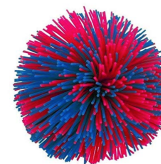
Here is how to take a break:

1. If you would like a break, hold up the “Other” need card.
2. If it is a good time, a teacher will tell you where and when you can take a break.
3. Set the classroom timer for 5 minutes (if it isn’t being used for other purposes.)
4. During your break, you may: draw or color, read a book, or lay your head down.
5. When the timer rings, go quietly back to your seat and start working again.

Just so you’re aware:

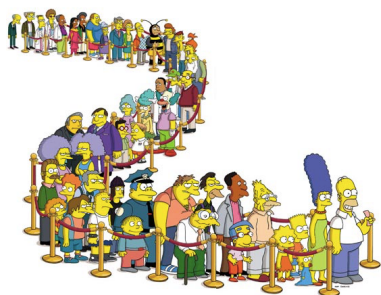
<p>Hunger: Mr. Luna has protein-based food in the classroom. This is not for snacking on; it is only for true hunger emergencies, such as if you didn’t eat breakfast and don’t have money or food for lunch. We may follow up with your parents or guardians if this seems to be an ongoing issue for you.</p>	<p>Equity Sticks: Mr. Luna will often randomly select students by choosing popsicle sticks with names. Always expect to be chosen! Mr. Luna doesn’t wish to embarrass you, but you are a student in this school and are expected to participate as such.</p>
<p>Hygiene: As we don’t have a sink, hand sanitizer will always be made available to you. We also have tissues for student use. If you blow your nose, you are expected to use hand sanitizer afterward.</p>	<p>Female-anatomy emergencies: In her area Ms. Nancy has tampons/pads if you have a menstrual emergency. Show the “Other” card to Ms. Nancy and let her know what you need.</p>
<p>Asking a question: Raise your hand to ask questions. If it is a good time, Mr. Luna will call on you. If it is not a good time, Mr. Luna will show you the “palm” gesture. Never raise your hand to fulfill a need; use the need cards instead.</p>	<p>Visitors: There are days when we have outside visitors to class. Please treat these visitors with respect by ignoring them and going on with your work.</p>
<p>Respect body autonomy: Body autonomy is the right everyone has to control their own physical body. <u>You do not touch people without their permission in this classroom.</u> Period.</p>	<p>Understand individuality: We practice respect for neurodiversity here. Unless a person is hurting themselves or others, it is okay to be different—it is your right as an individual to be yourself and make your own choices.</p>
<p>Teacher’s belongings: Do not touch anything on Mr. Luna or Ms. Nancy’s desks. Do not touch anything that is obviously a teacher area, such as the fridge, filing cabinets or shelves for teacher’s supplies. The backdoor is usually for teacher use only.</p>	<p>Cursing: All language in this classroom must be appropriate for school. No hate language will be tolerated</p>

SQUISHIES!! We have **squishies** in this classroom. These are tactile toys for when your hands get lonely. You may play with a squishy when working on a computer (unless you're taking a test,) doing homework, and during other downtime moments. Please do not bring your own toys or gadgets into B10 unless you have special permission to do so.



Clean-up time: There will be a 3-5 minute clean up session at the end of each class. Mr. Luna will give instructions, but in general:

1. Turn in warm ups to the basket.
2. Neatly return your folder & notebook to the cubbies.
3. Put pink tickets in the cookie jar with your name.
4. You are expected to clean up any mess on your desk, and to pick up any dropped items around your area. If Mr. Luna or Ms. Nancy specifically ask you to clean up a mess you created, you are expected to do so without argument.
5. Last period of the day, put up chairs.
6. Pink tickets may be offered to volunteers who clean up messes many people contributed to make.



Lining up: After everything is clean, line up at the door. Each day a new person will be asked to come up with a word problem (they will be asked at the beginning of class.) If it's a chewy, relevant word problem that reflects what we've been learning, both you and the person who gets it right will earn a pink ticket.

After the bell rings: Mr. Luna will wait for silence, then start the timer for 5 quiet seconds before dismissing you.

He is the only one who dismisses you, not the bell. Note that if you make noise or talk during the quiet 5 seconds, Mr. Luna will start all over again.

Policies

Pink tickets: If you're doing really fantastic, such as volunteering an answer or not reacting when another student tries to provoke you, you might earn a pink ticket. Write your name on the ticket. When clean-up time comes, put it in the cookie jar.

Weekly free time: Each Friday there will be ten minutes of free time. You can earn this time by doing your work and following classroom procedures. You should turn in completed homework before free time.

Here's how free time works:

- A few minutes before free time begins, Mr. Luna will have you clean up.
- Those students who didn't complete their homework or who received consequences during the week will be separated from the group.
- We do the pink-ticket drawing. Two pink tickets per class will be drawn, and one completed homework will also be randomly chosen. Note that if you didn't complete homework or lost free time, you are not eligible for the pink-ticket drawing no matter how many are in the cookie jar. If you break classroom rules/procedures right before the drawing, it is possible to lose your free time until the very last moment.
 - If your ticket or homework is chosen, you may pick from the prize box, or choose to have free time on a computer.
- During free time, everyone who earned it may move about the room, talk to friends, play cards or dominos, draw (appropriately) on whiteboards, or draw/play available games on the Promethean Board.
 - Note that the school's cell phone policy is still in effect.
 - Only TWO people at a time may play catch, and they must be careful and calm, or projectiles will be taken away.
 - No running, rowdy games, or horseplay.

Consequences: If you are being disruptive, purposefully not following procedures, or not doing your work, consequences will follow.

- Your name will be written on the board in the "Parking Lot" as a first warning.
- A checkmark will be added as a second warning.
- After that, if you are still showing disruptive behavior or being unproductive, your name will be circled, which means you stay in your seat while others are cleaning up and lining up.

Once everyone else has left, Mr. Luna and Ms. Nancy will talk with you. They will often ask you what is going on and ask for your side of the story. Depending on the situation, they will let you know what the consequence(s) will be.

In this class, you always have something to lose. If your name has been circled on the board, and you are still disrupting the class or not following our rules and procedures, consequences will grow in scope. You may be asked to walk to the office with Ms. Nancy,

which means a referral is on the horizon. If we have to call security to come get you, school-based consequences may be in your immediate future. These could include real-world disciplinary measures.

Classroom-based consequences can include:

- No free time: While everyone else is having free time on Friday, you will be sitting with Mr. Luna or Ms. Nancy. We may have you do math or complete a reflection during this time.
- Detention during lunchtime, break, or after school: You might be required stay in B10 for up to 15 minutes. This may mean that your parent or guardian will have to wait if they're picking you up. Please let Mr. Luna or Ms. Nancy know if you take a yellow bus (not a city bus.) We will make other arrangements for you.
- Special assignments to help teach you skills you struggle with, such as how to get along with others or following classroom rules.

Note that we teachers talk to one another all the time. We talk about you. If you are having issues in several classrooms, we may create a plan to help you get back on track. This can mean losing certain privileges at JMMS until you can show us that you can control yourself.

If you ask why you are being targeted or picked on, the answer is going to be, "Because you chose to break a rule or classroom procedure." Period.

THE TEACHER CREED:

As your teacher, I will not allow you to do anything that is not in your best interest or in the best interest of this classroom.

As your teacher, I will not allow you to stop anyone from learning for any reason whatsoever.

As your teacher, I will not allow you to stop me from teaching for any reason whatsoever.

- **No manipulations**
- **Never question my management system while I am teaching**

Grades

As a student, one of your questions might be, “What do I need to do to get a good grade in this class?” Let’s find out.

There are 4 ways you earn a grade in this class:

What?	How do I earn this?	How much?
Class participation	<ul style="list-style-type: none"> By doing your work each time we meet as a class, and following all classroom rules& procedures. You can earn up to 3 points on regular days and 5 points on block schedule days. 	53% of your grade
Homework	<ul style="list-style-type: none"> Complete homework correctly and turn it in on time. 6 points per homework: 3 points for how correct it is, and 3 points for turning it in on time. If you do homework during free time, you can only earn up to 3 points. 	22% of your grade
Tests	<ul style="list-style-type: none"> By being in class and trying your best when a test is given. Tests are 10 points each, and there is always an extra credit point that can help raise your grade. 	$12\frac{1}{2}\%$ of your grade
Student LLL (Leaders, Listeners & Learners)	<ul style="list-style-type: none"> Please see rubric for expectations. This activity is worth 10 points, whether you are a student leader or a listener/learner. 	$12\frac{1}{2}\%$ of your grade

Homework policy: If you are absent on Monday when homework is given out, it is your responsibility to ask for it when you return. If you have multiple absences during the week, it is at teacher discretion to allow for less homework or to excuse it altogether. When you received the homework but don’t turn it in due to an absence, it is a “zero” in the gradebook until you turn it in. If you have repeated unexcused absences, homework is still due whether or not you received a copy. Again, as a member of this class, homework is YOUR responsibility.