

7th Grade Procedures

Homework: Students are expected to turn in homework when the teacher requests it. Assignments that are not turned in at the requested time will be counted “late” and will be worth less points. Late homework assignments will only be accepted until the end of the unit/chapter. In accordance with the EGMS homework policy, students who do not have homework completed on time will receive an academic lunch detention (ALD).

Materials: Students are expected to come prepared to class every day with the proper supplies. If a student fails to bring the proper supplies to a class on three separate occasions, a lunch detention will be assigned by the classroom teacher.

Tardies: Tardies will be logged into Harmony. Consequences of tardies are outlined in the student handbook. Be sure you are on time to class.

Passes: Each student will have two passes *per week* to use the bathroom, get a drink, or get supplies from their lockers during class. Students must have the classroom teacher sign their handbook to use their pass and should turn to the current week in their planner before they ask for a pass.

Please note that teachers can use a student’s pass if they feel it is necessary. For instance, if a student forgets supplies for a class, the teacher can use the weekly pass and require the student to get the missing supplies from his/her locker.

Cell Phone Policy: When students enter the building, cell phones are to be turned off and NOT USED at all during the day. Cell phones are to be kept in student lockers or in a cell phone caddy in the classroom. The student handbook outlines discipline procedures for cell phone violations.

Water bottles: Students are permitted to keep clear water bottles in their lockers. There are 3 water filling stations in the building. 7th graders should primarily use the one near the MS office or the elem gym. Students may carry these water bottles to class if they wish, as long as they are not a distraction, or may drink water at their lockers.

Lockers: Please be as quick as possible at your locker. Do not kick the lockers or put pencils in the locks. Do not share your combination. If you have locker issues, please find a 7th grade teacher to help you.

Restroom: If possible, students should try to use the restroom ***closest to your location*** during passing periods. If a student needs more time, s/he should first drop off his/her books in class and explain to the teacher that s/he needs to use the restroom. The restrooms nearest Mrs. Goodwin’s room are very small. Only 3 students maximum should be in there at a time. If there are already 3 people in there, do not enter. Please wait in the hall.

T-Bird Time - the last 24 minutes of the day, you will be with your homeroom teacher and we will call this time “T-bird time”. During this time, you may have special activities to complete. We will also clean out lockers and get organized. Your homeroom teacher will help you stay aware of your grades and any missing assignments. T-bird time can be a

time to work on homework for the next day as well. This would also be a time for you to double check with a teacher about something that confused you, etc.

Red Homework Folder - all students will be given a red homework folder. You need to carry this with you to all classes, including homeroom. Use this to keep current homework assignments. If you need to keep review sheets, etc for a longer period of time use your subject area folders or binders.

To contact teachers....

Science - Mrs. Richardson - erichardson@egreene.k12.in.us

Math - Mrs. Goodwin – agoodwin@egreene.k12.in.us

Social Studies - Mr. Hudson – jhudson@egreene.k12.in.us

Language Arts - Ms. Roub – kroub@egreene.k12.in.us

Resource and Novels/Film - Mrs. White – kwhite@egreene.k12.in.us

World Geography- Mr. Moser - tmoser@egreene.k12.in.us

7th Grade Schedule

1st period	8:00 - 8:44
2nd period	8:48- 9:32
3rd period	9:36 - 10:27
4th period	10:31 - 11:22
5th period	11:26 - 12:17
LUNCH	12:17 - 12:47
6th period	12:51 - 1:42
7th period	1:46 - 2:37
T-bird time	2:41 - 3:05