



Orlando Junior Academy

Grades 6–8 Handbook
School Year 2011–2012
Mrs. Farfan

Welcome to Mrs. Farfan's Class

Welcome to my Science and Social Studies Classes. I am really excited to be spending this year with you. I want to make sure that I do everything possible to help you have a wonderful and positive year. You are living an incredibly exciting and adventurous part of your life right now--be positive and be a thinker!

Look around for new opportunities that will challenge you to think deeper and to reach out to help others. You will grow physically, emotionally, and socially. Most importantly, I pray that you will grow spiritually this year. I hope that you will allow God to tell you things, show you stuff, and that you will allow Him to GROW within your heart!

I hope this handbook will help guide you through some of the areas of school that can be challenging and confusing at times.

Please feel free to ask for help, guidance, and reassurance.

Some Important Expectations

1. I've worked very hard to create a classroom atmosphere that is both comfortable and inviting to you. Please take care of everything that is in the classroom: books, writing supplies, furniture, decorations, equipment, etc.
2. We are all responsible for keeping our classroom clean and neat. If we are watchful during the day and pick up after ourselves and keep our areas clean, then there is less

to clean up at the end of the day. I am very particular about having a neat and tidy classroom, so we **do** have clean up time and everyone **is** expected to help since we all use the room and it's contents.

3. When you enter my classroom, I expect you to be on time, quiet, and attentive. It's important that you have a seat and look at the board for your Brain Burst assignment.
4. I am very concerned with words and their power. I think you will realize this as more time goes by. Words can rock someone's world or smash it to pieces! I don't allow veggie-cussing (words that replace the "real" curse words.), using the Lord's name in vain, which means unnecessarily or in a casual way, (jeez, gosh, god, etc.), or insulting words (stupid, idiot, retard, shut-up, etc.). Since I know that, unfortunately, some of you have acquired these words as part of your every day vocabulary, I will catch you and correct you several times before I ask you to complete a task that I hope will help you reflect on words and their significance and power. The cool thing that you will realize is that once everyone is more careful of what comes out of their mouths, it's actually quite easy to get rid of these unnecessary and insulting words.

Classroom Rules

1. Be positive!
2. Respect everyone and everything.
3. We are all teachers---teach each other!
4. We are all students---learn from each other!
5. Do your own work, and ask for help when you need it.

Procedures to Follow in my Classroom

- Please ask permission before you leave my classroom. It's the law that I know where you are!
- I expect you to be in your seats and quiet when it is time to begin class.
- Please sharpen your pencils before class has begun.
- Bring all items in with you when you enter my classroom.
- Do not throw things across the room. If you need to give something to someone, please place it in their hand. Please walk to the trash can to place your trash inside rather than throwing it across the classroom.
- When you leave our classroom, please push your chair in and pick up things off the floor (books, papers, or trash) as it will make cleaning up at the end of the day much easier.
- Always say "thank you" when you are complimented or given something, and "please" when you are making a request for something. This is **really** important to me!
- My desk area is my personal space. Please do not touch things on my desk, sit in my chair without permission, or hang out around there. Thank you!

Communication

Communication between school and home is a **key** factor in your success. As your teacher, I will make great efforts to establish and maintain this communication through notes, RenWeb, email, phone, and conferences. I expect you and your parents to also address any issues of concern by scheduling meetings, sending emails, checking RenWeb faithfully, and making phone calls.

Attendance

Faithful attendance is very important in order for you to receive maximum benefit from your

education (this includes getting your money's worth). Research shows that tardiness and absence from school does reflect negatively on your academic success, whether the work is made up or not. There are many discussions, projects, and lectures that are not possible to make up, and you may only make up work for absences that are excused. So, please, make this a priority in your life and be on time! Please remember to bring in a signed note regarding your absence. **You are responsible for obtaining make up work from your teachers.**

Morning Attendance: You will be marked present, tardy, or absent each day. You will be marked tardy if the 8:00 bell rings and you are not sitting in your assigned seat. You must bring a tardy slip from the office if you are entering class after 8:00 a.m. Please refer to the school handbook for further information about school attendance, including the charge for excessive tardiness.

Late Work Policy

- No late work will be accepted without a note from your parents indicating a good reason why it's late. I know that life can be complicated at times; however, I will not help you nurture any bad habits of procrastination or "tardy-itis"
- You may have up to three days to make up assignments for an excused absence with no point deduction.

Grades/RenWeb

Orlando Junior Academy uses RenWeb as our major communication tool. Please remember to check RenWeb for weekly grade updates, news items, homework, and disciplinary notices. If you do not know how to use RenWeb, please make sure you ask the computer teacher or administration.

Cheating

I have a zero tolerance for cheating. Any incidence of cheating or copying in class work, homework, or during tests will be treated seriously and may lead to suspension.

Behavior

I want to maintain a learning environment that is fair to each of you. The following are some of the measures that I may use if you choose to behave in a disruptive manner:

- warn you (verbal or nonverbal)
- speak to you about your choice of behavior
- ask you to reflect on your decisions
- ask you to wait in the office until I can speak with you
- call your parents for support
- ask you to speak to the principal

Anti-bullying Pledge

We will not bully other students.

We will help others who are being bullied by speaking out and getting help.

We will use extra effort to include all students in activities in our class.

Compliment Can

During the week, you are invited to add compliments about other students and teachers into the "Compliments Can." Every Friday some of these compliments will be read aloud to the rest of the class.

Field Trips

Field trips are incorporated into our curriculum to reinforce and enrich the educational experience. It is a privilege to participate in off-campus activities. As such, we expect you to uphold and adhere to the guidelines given by the school, the teachers and chaperones, and the place we are visiting.

General Field Trip Guidelines

1. You must stay with chaperones at all times
2. You must respect and obey teachers, chaperones, and any other adult involved in the trip
3. You need to follow dress attire guidelines given for that particular trip. If school uniform is not required, than your clothes must be modest and appropriate.
4. No electronic devices will be permitted on field trips unless otherwise specified.
5. I expect you to be quiet, listen attentively, and follow directions carefully on each trip.
6. Most field trips will be at the expense of each individual student.

Uniform Policy

The uniform policy as outlined in the school handbook will be enforced. You must remember that shirts must be tucked in at all times during the school day, with the exception of recess time. There will be uniform check at the start of each school day.

If your attire is not part of the accepted uniform, you will be asked to go the office to look for appropriate attire. You will need to wash and return the attire that you borrowed to the office.

Property Damage

I do not expect any problems with vandalism; however, if you are caught writing on any desk or table you will be asked to clean all the tables and desks at the end of the day.

Health & Hygiene

- Give yourself every opportunity possible--
Eat breakfast before you come to school!

- You may bring a healthy snack to munch on in my class, as long as it does not distract anyone else in the room.
- Please give careful attention to the matter of personal hygiene—it does everybody good!

Books and Supplies

- **Books:** Textbooks will be assigned to you at the beginning of the school year. It is your responsibility to keep track of your books all year. Periodic book checks will occur to help with this process. You will have to pay for any books that you lose.
- **System of Organization:** 3-ring binder with dividers for each class (including specials such as P.E. and Computer)
- **Planners:** You will receive a school planner in which you are to write your daily assignments. It will be regularly reviewed by your parents and myself in order to help you with your time management and organization skills.

General Student Responsibilities

1. You must respect others at all times. It is never okay to be unkind, rude, or verbally or physically abusive (for example: “shut-up” is never appropriate.)
2. You need to remain at your desk with no talking when the teacher is up front teaching your class. (No drinks, pencil sharpening, trips to the trash, etc.)
3. Raise your hand, and wait to be recognized, before speaking out in class.
4. Listen when others are talking and do not interrupt.
5. These items are not allowed at school, on the playground, or on field trips: gum, electronics, cell phones (keep them in your pack back if you need them), any potentially dangerous items (refer to school handbook).
6. Care for your desk, chair, and all other school furniture. They have to last a long time. No writing on furniture, no feet on desks, no

leaning back in chairs, no sitting on tables, desks, or cabinets.

7. Shoes (as indicated in the school policy) must be worn at all times. (Health and safety reasons)
8. Be prepared for class at all times.

General Procedures

Enter the Classroom Routine

- Greet your teacher
- Place your back pack in designated area.
- Turn in your homework in the correct bin.
- Begin Brain Burst.

Procedure for Exiting the Classroom:

- Your tables need to be neat and tidy. Your chair needs to be pushed in.
- You need to collect any items that belong to you, as others will be coming for class after you leave.
- You are to stand silently waiting to be dismissed.
- Once dismissed, you will follow the **Hallway Travel Procedure**.

Tardiness

- Upon arrival, go directly to the office.
- Sign in and receive a pass to class.
- Go to class and be sure to give your pass to the teacher.
- Begin daily schedule
- Be sure you get your make up work from your teacher.

Absences

- Have a parent/guardian call the office as soon as you know you will be absent
- If you are absent for a non-medical reason, please bring a note ahead of time stating the reason for the absence, signed by a parent/guardian.
- When you return to school after an absence, you will need to check with all your teachers to receive your make-up work.

Class Participation

- raise your hand to be recognized
- offer your opinions and ideas freely
- respect others' opinions and ideas when they are speaking.

Give Me Five (I need your attention)

1. Eyes on speaker
2. No talking
3. Body is still
4. Hands free
5. Listen

Classroom Movement

1. Remain seated while I am instructing the class.
2. Move quickly and quietly to destination and resume task.
3. Sharpen 2-3 pencils before class begins.

Bathroom

- You may not use the bathroom while I am lecturing, unless it is an emergency.
- If no one else from the classroom is using the bathroom pass, than you may sign out, take the pass, and sign back in upon your return.

Hallway Travel

- Please line up according to the order that I call you. 5
- Walk on the right side of the hallway in single file line without talking.

Let's have a positive year together!