

FREQUENTLY ASKED QUESTIONS (FAQ)

What should I have for class so that I am “prepared and ready to learn?”

Every day you will need your agenda, English binder, pencil or pen, and paper. Make sure you have what you need before teaching begins.

What do I do when I enter the classroom?

Before the bell rings, go directly to your assigned seat. Quickly remove the items from your backpack and place backpack next to you on the floor or hang it from your chair. Then complete the bellwork assignment posted on the SmartBoard observing sacred writing time.

2nd Hour Only: Unstack the chairs for your table – 4 chairs per table.

What if I'm late to class but have a hall pass?

Enter the classroom quietly without disrupting the lesson or distracting others. Place your hall pass on my desk and immediately go to your assigned seat.

Where do I put my backpack during class?

Backpacks are to be hung from your chair or placed on the floor next to your chair.

Why do I need an agenda?

Moore Public Schools provide agendas to all students. This is where you will note assignments, homework, tests as well as due dates for all your classes. It also has your hall passes for first and second semester. The first one is free, but if you lose it there's a \$10 replacement cost.

Do I need a 13-pocket expandable/accordion file folder in English class?

Yes. Any unfinished class work will need to be put in your HOMEWORK pocket to take home and complete.

I lost my student identification badge. How do I get a replacement?

Student ids are the property of Moore Public Schools and must be worn at all times on school property. If lost, you can get a replacement in the office. Prices are: \$10.00 student ID, \$1.00 plastic sleeve, and \$1.00 lanyard.

Why do I need to bring my English binder to class every day?

Your English binder contains your class work, bellwork, handouts, notes, research, and notebook paper. It is a vital part of your success in this class. You have the option of carrying it with you or placing it in the bookshelf by class hour.

Where do I find the English class Syllabus?

The syllabus is located in your Class Notebook on the Home page.

Where do I find the Discipline Plan?

The Discipline Plan is located in the Class Notebook on the Home Page.

What will we be doing in class today?

Check the weekly agenda board for daily assignment information. Also, in OneNote you can click on 19-20-Lentz-Calendar to see assignments listed by month.

What is my class color?

Classes are identified by color for identification and organizational purposes. Class colors are:

1st Hour – orange

3rd Hour – purple

5th Hour - yellow

2nd Hour – blue

4th Hour – green

6th Hour - red

What is sacred writing time?

This is when students are independently writing: quick writes, timed writing, paragraphs, essays, etc. Every person in the classroom is respectful of fellow classmates and remains quiet, so as not to distract others from thinking and writing. I can play music in the background as long as 100% of the class desires it.

How is my grade calculated?

Assessments = 10%

Participation = 20%

Assignments = 50%

Preparedness = 20%

What is Canvas and Class Notebook?

Canvas is an online program where you will take tests and quizzes for English class. In high school, all your assignments will be located in Canvas. Class Notebook is an electronic binder where you can complete assignments, check the calendar for assignments and due dates, find articles used in class, and much more. Everything we do in class will be in your class notebook so, even if you're absent, you will not miss anything important.

What if I forgot or run out of materials (paper, pen, pencil, etc.)?

Ask your table members FIRST, then go to the Student Center to borrow what you need quickly and quietly.

What if I need to sharpen my pencil or blow my nose? (disruptive activities)

Sharpen your pencil as soon as you enter the classroom. Otherwise we sharpen pencils with a hand-held sharpener so as not to disrupt class. There are tissue boxes located in several places around the classroom. Get a tissue from the closest one and quickly return to your seat.

What if I need to throw something in the trash can?

Wait until class is over then throw your trash away on your way out of the classroom.

Can I bring a snack or something to drink? Can I chew gum?

No. Food, drinks, and gum are not allowed in the classroom due to the carpeting and pest control. Gum chewing is distracting and usually ends up stuck to something other than in the trash can. I will allow bottled water, but if you spin or toss it around the privilege is lost.

What do I do if I have a question during teaching?

If your question is about the lesson, raise your hand and wait patiently. I see you. If it is a question that has nothing to do with our lesson, write it on a piece of paper along with your name and put it in my mailbox (attached to the side of my desk).

What if I need to use the restroom or fill my water bottle?

All these things should be done during your five-minute passing period. You will have to use a hall pass if you truly deem it necessary during class.

How do I use one of my hall passes?

With teacher permission, open your agenda to the back page and fill in the date, time, and destination. Lay the agenda with the hall pass on top on the teacher's desk. I will sign it as soon as I can. Take the hall pass (located on the side of my desk) and hang it around your neck. When you return, enter the time and place the hall pass back on the hook. Take your agenda back to your assigned seat.

How do I turn in an assignment and where does it go?

Before the bell rings, the teacher will ask one person at each table to collect the papers and place them in the appropriate class tray, by hour, which is located at the black bookcase next to the door. If you are turning in an assignment from a previous day, place it in the appropriate class tray before starting bellwork.

What if I don't have my assignment on the due date?

If you are not turning in the assignment on the due date you will need to complete an "Excuse Sheet" located at the student center. Once it is completed, place it in the appropriate class hour tray. The "Late Work" policy will be in effect.

What if I finish the assignment early?

In the event you finish the assignment early and you're proud of your work, you may read your book for pleasure, work on a missing assignment, or an assignment for another class silently. Be respectful of your classmates and do not distract anyone from their class work. This could also be a good opportunity to check in/out a book in the Media Center. You will have to use a hall pass.

I turned in the assignment, but I haven't received a grade for it?

Check the "No Name" folder located next to the class hour trays. If it's there, write your name on it and place it in the appropriate class hour tray.

Can I turn in an assignment before the DUE DATE?

Yes. I will give you ten bonus points for turning in your assignment early.

What is Saturday School?

Each nine weeks, CJH offers Saturday School from 8:00am to 9:30am in the Cafeteria. If you have any missing assignments this is your last chance to turn them in and get a grade instead of a zero. After Saturday School, no missing assignments will be accepted for that quarter.

Will I have homework?

Our class theme is "How Can I Change the World?" Students will be expected to carry out one weekly *Random Act of Kindness*, which they will share in class each Friday via online discussion. Occasionally, they also will be asked to select, read, and bring to class articles over current events of interest to them. Beyond this, homework will be kept to a minimum, consisting mostly of completing assignments at home when they need extra time beyond what is allotted in class.

What do we do during intercom announcements?

Anytime you hear someone speaking through the intercom, stop talking immediately and listen.

What if I'm absent?

Anytime you are absent, you need to check your online Class Notebook and/or the Weekly Agenda board for the assignment. Check the "Handouts" box on the teacher's desk for any handouts you missed. Students have as many days as he/she was absent to complete work for full credit. Otherwise, the "Late Work" policy goes into effect.

Can I help my teacher with tasks needing done in our classroom?

Absolutely! Every nine weeks students can complete a "Class Job Application" to volunteer for various tasks to help our classroom run smoothly.

What if there's a substitute teacher?

In the case of a substitute teacher you will adhere to the classroom expectations and follow the procedures as if your teacher was in the classroom. If you choose not to cooperate and the substitute teacher writes your name down, you will serve two days of detention for your bad choices.

How do I check out a book from the class library?

If you have turned in a signed "Class Library Agreement" you may check out books from the class library. When you have found the book you want to read, tell the class librarian you want to check a book out. Only check out a book when the teacher isn't teaching a lesson and your class work is finished. Be respectful of the class librarian's time. The same procedure is followed when returning a book.

What if I need to talk with a counselor?

If you need to speak with a counselor, you must FIRST go to the Counseling Center during your passing period and leave your name with the secretary. The counselor will call for you when she is available.

Can I listen to music?

Since this requires a cellphone and earplugs, the answer is no. The exception would be a class that always go above and beyond to adhere to classroom expectations and has zero behavior and personal electronic device violations. Then and only then it would be very difficult for me to deny this reward for outstanding citizenship.

Can I sit in the teacher's chair or borrow something from her desk?

The teacher's desk, chair, fans, bookcases, and SmartBoard area is off limits to students. Only with the teacher's permission may a student be in these areas.

Can I write on the chalkboard and whiteboard? Can I erase them?

The whiteboard is off limits to students because that's where the weekly agenda and learning goals are posted in the classroom. Choosing to do so will be reason to activate the *Discipline Plan* on your account. The chalkboard is off limits to students UNLESS you have permission from me during a lesson or activity.

Can I touch the SmartBoard?

The SmartBoard is off limits to students UNLESS you have permission from me during a lesson or activity.

What if I get sick or hurt?

If you get sick or hurt during class and need to call a parent, you will need to use one of your hall passes. If it requires rushing to the restroom, make sure you tell me so I know where you are at all times. If it's minor and a bandaid will fix it, I can take care of that in class. Emergencies include: flowing blood or bodily fluids.

What do I do when class is almost over?

About five minutes before the bell rings we will turn in assignments, put away materials, clear tables for the next class, and pick up any trash off the floor. If there is an exit ticket/activity you will need to complete it before you leave.

6th Hour Only: Two minutes before the bell, each table will stack all four chairs next to the table.

How will I know class is dismissed?

The bell does not excuse you to leave the classroom. Only the teacher will dismiss you from class. You are not to line up at the door or leave your assigned seat. When you hear me say, "You are dismissed", Table G and H will get up, push their chairs in and exit the classroom (the first one out will prop the door open for the rest of us). As soon as G and H are through the door, tables D and E, will get up, push their chairs in and exit the classroom. This exit procedure will continue with tables C and F, and finally tables A and B. This exit procedure will get you into the hallway much faster than everyone leaving at the same time. Failure to follow the exit procedure will result in you remaining after the bell.

Why did I get a ticket?

Tickets are given to students who are on task completing an assignment, participating in group collaborations, and for sharing with the class. Students are to write their name on the ticket and place it in the class ticket jar. Once a week two to three tickets will be drawn and the winners get to choose something from the prize box.

What do I do with “Mrs. Lentz Reward Money?”

Periodically, I will give students reward money for meeting classroom expectations and for being an exemplary citizen and role model for fellow classmates. Every nine weeks students will have the opportunity to use reward money to bid on special prizes. The highest bid wins.

Do I have to enter writing contests?

Only Pre-AP students are required to enter at least one writing contest per year. There will be many opportunities during the school year to enter writing contests and I will happily schedule time before school, during second lunch, or after school to help you prepare your piece of writing to enter. The information for the most recent writing contest will be located on the “Information” bulletin board next to the door.

How can I contact you outside of class?

The easiest way to contact me is through my school email at jeannielentz@mooreschools.com. I do not accept student phone calls due to legal purposes. You may call me from a parent’s phone as long as one of them is present during the conversation.

What if there’s an Emergency at school?

Hopefully with time you will come to trust me and know that I have your very best interest and safety at heart. I promise to do whatever I can to keep you safe in my presence. If you will focus on me and follow my every direction, we will all be safe.

- **Tornado** – In the event of a tornado, this class will exit through the south door into the courtyard and follow the sidewalk to Central Elementary School. There are separate designated rooms for boys and girls.
- **Fire** – In case of a fire, this class will exit through the south door into the courtyard. We will line up in the grassy area just south of the cafeteria and the 700 building.
- **Lockout** – In the event of a lock down, we will close and lock our classroom door and continue working as normal. No one will be allowed in or out of the classroom until the “all clear” announcement.
- **Lockdown** – In the event of a lock down plus, we will close and lock the door, cover the windows, and turn out all the lights. We will all sit on the floor where no one can be seen from the windows or door, and we will remain ABSOLUTELY SILENT. Cellphone and personal electronic devices will remain in your backpack! It is very important that you watch and listen to me without any distractions. As soon as I am positively sure we are safe, I will allow you to call a parent to let them know you are okay and where you are.

What do we do on the last day of school?

Last year, students earned credits during the school year based on three categories: academics, behavior, and time management. Those who met the criteria for all three categories earned the “preferred” status and could access all activities. Students who met two out of three of the criteria could only access some of the activities.

