

MRS. FICKES-ROOM 28
CLASS POLICIES/PROCEDURES

GRADING POLICY:

All essays, tests projects, and course work assignments have point values that reflect their importance. Points are cumulative for the quarter and a standard grading scale is used (A=90%, B=80%, C=70%, D=60%)

Tests, projects, essays, homework, and reports account for approximately 70% of the total grade. Class participation, material/supply responsibilities, and behavior make up the remaining 30%.

QUIZZES/TESTS/PROJECTS: 70%

1. Always posted on the board
2. Expectations discussed prior
3. Dates are set by pace of lessons
4. Project dates vary with each assignment
5. Quizzes/tests connected/returned weekly
6. Essays/projects are corrected, returned, reviewed, and filed in the student writing portfolios and are kept in class
7. Returned work must be saved and filed at home for the semester

ESSAYS AND MAJOR ASSIGNMENTS:

Due dates for essays and major assignment are FIRM! Major papers and projects will be accepted one day late with the loss of 50% of the earned points. Papers will not be accepted more than one day late. Incomplete papers will be returned and counted as late. Printer and disk failures are not acceptable excuses for late papers. These assignments must be typed, or written in black pen on unlined paper.

COURSEWORK/HOMEWORK: 30%

1. Always posted on the board
2. Introduced/started in class, daily
3. Completed as homework, nightly
4. Corrected in the class the next day
5. Filed in student binder until Tuesday
6. Every Tuesday: homework packet's due
 - cover sheet is completed/collected
 - cumulative score recorded
 - corrected work is returned
7. Weekly cover sheets are filed in class
8. Returned, corrected, and saved work filed at home for the semester
9. Notebooks should be saved until standardized testing in eighth grade as study guides.

BOOKS

- History, Vocabulary workbooks will be sent home to keep at home for the year.
- All class sets of books stay in class.
- If you are absent- you may sign out for a book. The library has copies of the texts books as well

HORNER ID CARD

- Needed for library check out, for ASB activities, and class grade printouts.

HORNER STUDENT ORGANIZER

- Must copy assignments down daily
- Subject to random teacher audits

CLASS BINDER SYSTEM

- Front section: completed homework
- Back section: returned/corrected work
- To store hand outs, class info.

REQUIRED "READ" BOOK

- 5th period school-wide silent reading
- Failure to bring book can result in detention

CLASS SUPPLIES

- Horner does not provide any
- You must provide your own supplies: paper, pencils, pens, calculator, project needs.

WRITING NOTE BOOK

- *Must have a 5 section notebook or a separate binder set up
 - All writing genre hand-outs, essay rough drafts will be glued
 - Stored in your class writing portfolio
- (ENGLISH CLASS STUDENTS ONLY)

HOME FILING SYSTEM

- All corrected/returned work must be saved as proof for grade printout clarifications

ABSENT WORK PROCEDURES

- Late work is only accepted if you were absent.
- Must have a class contact to get missed assignments and to collect hand-outs in class for you.
- Homework packets- due the following Monday...corrected and with the appropriate cover sheet attached!
- Projects/essays-due the day you come back
- Quizzes/tests-must see teacher to reschedule.
 - Must be made up 2 weeks before print out deadlines.
- Absent work not made up on time receives permanent zero scores

ROUGH DRAFT/FINAL DRAFT

- Essays, projects are always in final draft form: typed or in black pen on unlined paper using a guide sheet.
- Essay/ projects 1 day late receive 50% credit
- All other assignments are in rough draft form: pencil on binder paper.

GRADE PRINT-OUTS

- Done twice a quarter (every 6 weeks)
- If a dispute arises-
 - Proof must be attached
 - Needed corrections highlighted
 - Grade report will be re-run
- Documentation sources:
 - Your corrected work filed at home
 - Your writing portfolio
 - Teacher homework packet cover sheet binder
- Periodic postings of grades by ID# will be available.
- Work will not be accepted after deadlines.

PROGRESS REPORTS/REPORT CARDS

- Progress reports-mailed home
 - Honors- "C" or lower
 - General Ed- "D" or lower
- Report cards-distributed by last name at school

ACADEMIC HONESTY

- Student correcting, homework packets, and research projects will be closely monitored.
- Any breach of (signed) contract will result in contact with the counselor, vice principal, and your parents.

"RC"/ DETENTION

- Failure to bring your "read" book
- Failure to do your work in class
- Chronic talking/ interrupting
- Being tardy
- General breaking of school/class rules

REWARDS: RAFFLE TICKETS FOR PRIZE DRAWINGS

- Real life idiom sightings
- Excellence in: social behavior, academics, outside research skills, random acts of kindness, good character, etc.,

PAPER HEADING

- upper right hand corner:
 - name
 - period
 - subject
 - date
- no name= no credit

TUESDAY HOMEWORK PACKETS

- Homework is corrected at the beginning of every class period.
- Corrected work is filed in your binder.
- Credit for the week's work is given every Tuesday.
- A cover sheet is added; recorded and then filed in teacher binder.
- Old work is returned to students in the class return bin.
- Old work needs to be saved at home.

HISTORY NOTEBOOK

- 8th grade standardized testing will be on 7th grade concepts.
- All 7th graders are required to keep history notebooks.
- For each chapter- all work will be resubmitted with a cover sheet for points.
- Returned history notebooks should be saved until MAY of next year.