Mrs. Lacey’s 8th Grade Science Class Rules and Procedures

Dear Parents, Guardian, and Students:

Welcome Back!

I hope you have enjoyed your well-deserved summer vacation. I am very excited about starting a new school year and being a partner in education with you at Newton Local Junior High School. I expect this year to be challenging, rewarding, educational, and fun! As always, in any classroom, there need to be rules and procedures that students and parents are made aware of. Please allow me to explain my policies, rules, and expectations. This way, you know what to expect of me and what I expect of you.

Classroom Rules

1. Be Respectful.
2. Be Responsible.
3. Be Trustworthy.
4. Be a Good Citizen.

(We will be defining and expounding on these rules in class).

Classroom Procedures

1. Come prepared to class. This includes bringing the following:
   - Textbook/Workbook
   - Planner
   - Science 3-Ring Binder/Tabbed Dividers
   - Loose-leaf notebook paper
   - Writing Utensils
   - Calculator
   - Completed Homework assignments
   - A UPBEAT/GREAT Attitude!

(***These materials are needed by Tuesday September 3, 2013)

2. Absences:
   - Students will be expected to acquire their make-up work independently at an appropriate time (i.e. at the beginning of class). Students will need to look to the “Absent” board for listed activities missed, grab the materials/handouts associated (organized by day of the week) with missed day, complete them on their own time and return to the teacher in the allotted time given (Number of days missed plus one day).
   - Students/Parents may also check the school website at www.newton.k12.oh.us; then click on my staff web page for any assignments.
   - Students who miss hands-on lab activities will NOT be expected to make-up the labs. An alternative assignment/grade will be assigned in its’ place.
   - Students can feel free to speak with me about further instructions/clarification (if needed) during their study hall, before/after school, or before class.
   - Make-up Quizzes/Tests: Please see me to arrange a time for make-up quizzes and tests.

3. Late Assignments:
1st late assignment, the student will receive a warning and a 10% deduction. Thereafter, the student will continue to receive 10% deductions according to how many consecutive days the assignment is late (i.e. Assignment is 3 days late; a 30% deduction will incur). Late assignments will not be accepted after 5 days.

A 2nd assignment late in a week, the student will receive a call to their parent(s), a second warning and the 10% deduction system listed above.

The 3rd assignment late in the same week, the student will be asked to serve an after school detention in my room to work on the assignment and receive the 10% deduction system listed above.

If any student receives three or more late assignments in one quarter, the student will be asked to serve an after school detention in my room to work on their missing assignments.

On discretion of the teacher, the student may be asked to do a planner check daily. This will include having me sign near the science assignment at the end of every period. The log will be cleared every quarter!

4. Grading:
   - Scale: 93-100 A, 85-92 B, 75-84 C, 65-74 D, 0-64 F
   - Students need to give their very best effort at all times! Grades are earned, not given!
   - Progress Book: In general, I grade students’ work during the weekend. This means that most grades will be updated on Progress book by/on the Monday following the assignments due date. Make note that large project grades may not be posted on the following Monday due to large amounts of feedback. Please make sure to check your child’s progress as well as encourage your child to monitor his/her own grades.
   - Communication: If your child is in danger of failing my course, he/she will receive a current grade and assignment sheet with an allotted space for the parent/guardian signature. This is to be signed and returned to school as an assignment for a grade. The grade and assignment sheet is my way of communicating to the parent about the possible failure! It is essential that the student do his/her part in getting the sheet signed and returned! Any other grading/progress issues will be addressed by phone/e-mail.
   - Binder Checks: Binder checks will occur twice every quarter. This is to ensure that your students is staying organized with classroom materials, notes, handouts, and tests/quizzes. I ask that students keep all tests/ quizzes and handouts until told to dispose of. This is extremely important! If there are discrepancies with the student’s grade, the student must be able to show me the test/quiz or assignment. Old tests/quizzes and assignments are used as a study guide for the semester exams!

5. Cheating will NOT be tolerated. If a student is caught cheating on ANY assignment, they will receive a zero for the assignment and will be escorted the office.

6. Labs:
   - Safety: Students are expected to abide by all laboratory safety rules. It is essential for all students to follow these rules to keep themselves safe as well as class members. Any student, who violates laboratory safety rules, forfeits their privilege to participate in labs. These students will be pulled out of lab activities for the rest of the year and given alternative assignments. Based on severity of the infraction, the office and parents may be notified.

7. Discipline:
   - When a student is being disruptive, they are not only being disrespectful to me, they are also interrupting the learning process of others. Disrespect, insubordination, harassing others, horseplay, etc. will NOT be tolerated. Students are responsible for their actions.
   - If a student chooses to disregard the rules, the punishments are as follows:

     1st Offense: Warning

     2nd Offense: Warning and call to Parent
3rd Offense: After-school Detention and possible visit to Principal’s Office

- If the student has NO offenses at the end of each week, he/she will receive a small reward given at the beginning of the following week. The discipline warnings can be combined with missing assignment warnings, leading to more severe disciplinary consequences! All warnings are posted on my front board so that students are aware of their status!

8. General Classroom Expectations:
   - While teaching, I expect everyone to remain in their seats, listening carefully, and working hard. During these times, NO talking should occur. A student may discuss a topic with friends or me during designated/appropriate times. This includes when they are called on, during labs, group work, and/or class discussions.
   - Students are not to sharpen pencils or throw away trash in the middle of class. It is expected that upon entering and leaving my room, they will complete these tasks.
   - Vending/cafeteria visits are NOT permitted in the middle of class. These types of tasks should be done prior to entering my room. If the student is tardy to my class (due to such visits), they will receive a warning (discipline system).
   - ALL technology (computers, ENO board, etc.) provided by the school should be treated with the utmost respect. Anyone mistreating the use of technology will lose his/her privilege to use them.
   - Cell phones or other electronic devices are NOT permitted in my content courses (science/health). I do however, allow students to listen to their personal music players during study hall. Any student caught with a cell phone (texting or calling) or any other electronic device using it in any inappropriate way will lose it for the day. I will collect the device only to return it when the student seeks to get it back at the end of the day. It is best if the student leaves any electronic device at home or in the locker during the school day.

Abiding by these rules and procedures will help your year (and mine) go along more smoothly. I ask that you and a parent/guardian sign below. This will be the students’ first assignment. The form will need to be returned no later than Friday August 30, 2013, along with any other forms sent home.

I have read the preceding information and agree to the standards set forth. *Signature Required!

Parent/Guardian: ____________________________

Student: _________________________________

General Contact Information (Please Print)

Parent/Guardian Name: ________________________________

Relation to the Student: ________________________________

Parent/Guardian Phone # and best time to call: ________________ e-mail: ________________

Thanks Again!!

7th/8th Grade Science, 8th Study Skills, and 9th Grade Heath Teacher

Newton Local Junior High School

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