**Policies and Procedures**

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| **Policies and Procedures**  **Grades****Major Grades****Test/Projects - 65%**  You can expect 3 or more major grades each grading period. Test dates are posted several days in advance with a review the day prior. Make-up tests will be given for excused absence. If caught talking and/or cheating on a test, you will receive a **zero**.**Minor Grades****Minor Grades includes quizzes, Do Now’s, 5- minute Checks 30%****All work must be shown in order to get credit for the work.****Homework - 5%**Homework may come the workbook or worksheets. Students will receive partial credit for work which is not turned in on time.  **All work must be shown in order to get credit for the work.****A zero will be entered in INOW until the work has been turned in and graded.** **Class Rules & Behavioral Expectations**A climate of respect and cooperation is essential to a positive learning environment; therefore, students are expected to be respectful, responsible and resourceful at all times.**REAL CATS ROAR!****Respectful**Raise your hand and wait for permission to speak or leave your seat.Respect yourself, your classmates, your teachers and your school.**Responsible**Bring paper, pencil and books to class.Turn in completed assignments on time**Resourceful**Start your work immediately.Use your time wisely.Behavior considered disrespectful or interferes with instructional time will result in one or more of the following consequences:Verbal warningLoss of privilegesBreak detentionContact parent/guardian via note, email, or phone call**Specific Consequences**1st offense – Warning2nd offense- Break detention3rd offense- Break detention/Parent contact4th offense- Office referral**Passes**Students leaving the classroom must have a written pass. You may**not** drop your books off and then leave to go to the restroom or get water.**Assignments**Assignments for the week are posted on the school website. Major tests and quizzes will also be posted. Students should be ready for short daily 5-minute checks.**Make-up Work**You are responsible for YOU! **When absent, you’re required to make up all work.**Daily assignments will be listed on the board in the back of the room.  If the assignment was a worksheet, students will need to check the make-up trays. All make-up work must be completed in a timely manner. A zero will be entered in INOW until the work has been turned in and graded. (Please see student handbook for the school policy on make-up work).**Teacher Personal Items**Any item(s) belonging to the teacher are off limits unless a student has been given permission.**Moving Around the Classroom**You are not to be out of your seat without permission. If you need a tissue, raise your hand and wait for permission to get out of your seat to get a tissue. Sharpening your pencil should be done before class begins. Do not plan to sharpen your pencil after the tardy bell rings. If you need to throw something away, you will need to wait until the end of class. **Remind**I use the app remind to inform parents of daily assignments, upcoming quizzes, due dates for projects and upcoming tests. You may choose to get the alerts via text message or email. It can also be used as a means of individual communication between the teacher and parents. While class comments can be seen by everyone, individual conversations are private and can only be seen by the teacher and the parents.To join Remind using a smart phone, follow the instructions on the back.You can also receive test notifications by texting the number 81010 with the following message depending on which period you are signing up for.Homeroom message - @jtaylorhr1st Periods message - @jtaylor1st2nd Period message -@jtaylor2nd3rd Period message - @jtaylor3rd4th Period message – @jtaylor4th5th Period message -@jtaylor5th6th Period message- @jtaylor6th |