

THIS DOCUMENT MUST BE KEPT THROUGHOUT THE SCHOOL YEAR ON THE BACK OF YOUR BINDER.

Classroom Procedure:

Description:

Arrival

If the door is not open stay QUIETLY by the door until the door opens.
Allow all students to leave the class before you enter the classroom.
Get your tool box and go to your seat.
Take your homework out & place it on desk.

Homework Policies

Not only it is your responsibility to do your homework, it is your responsibility to bring it to class with you. I won't accept, "I left my homework in my locker/class", or, "I left my homework at home". Homework will be graded 0 or 1. Incomplete homework will receive 0.5 points (See website for more Daily Homework Rubric).

Your homework grades will be always available at Engrade.com. It is your responsibility to follow them up.

Students who do not miss any homework in a given marking period will be eligible to 100% of the 20% grading criteria.

Preparedness

Every student must always come prepare to class with Science Notebook and Science folder.

Plastic box with pencil, pen, calculator, ruler, eraser, glue stick, etc. must be left at science classroom at all times.

Preparedness accounts for the 5% of your grade. Unpreparedness will be recorded on a "Classroom Preparedness Record" sheet.

Absence

If you are absent, contact a classmate to get the homework assignment, so that you can work on the day that you miss school. **There are no grace periods to submit make up homework due to vacation/special event. You must turn in homework the day you return.**

If you were absent **due to illness** you have a grace period of **one** school day from your return to submit homework. For example, if you return on a Monday, you have to submit make-up homework on Tuesday. When submitting this homework, **your parent/tutor** must write down and sign "ABSENT HOMEWORK DUE TO ILLNESS".

If you leave the school early that day you must turn in your assignment before you leave, otherwise it will be graded with a zero.

It is your responsibility to show me overdue homework and also to follow up in Engrade.com that your homework grade is changed from "missing" into 1 or other. If one week has passed after a homework was marked as Missing, grade won't be changed.

Tests/ Special assignments/ Study Guides

Assessment dates are always given with at least ONE WEEK notice. Study Guides will be given at teacher's discretion and account for 10% more of total test grade. Extra points earned and not used due to study guides can be used towards another test of the SAME marking period only.

Study guides MUST BE **fully completed** to earn the 100% of the 10%. There are **no partial credits** at any time on this type of assignment.

If you are absent for 1 day/ or you went on vacation, the test must be made up the day you return. If you miss more than one day due to illness, we will mutually schedule a makeup. Remember, **it is your responsibility** to notify me that you have missed an assessment.

Grading Criteria

Your grade for each marking period is determined as follows:
Tests 40%, Homework 20%, Science Notebook and Binder 10%, Lab Reports/Special Assignments 15%, Conduct 10% and Preparedness 5%.

There are four marking periods, a midterm exam grade and a final exam grade. The end of year grade is 20% for each quarter, 10% midterm exam and 10% final exam.

The best way to be up to date with your science academic progress/performance is by asking **your parent/tutor** to log into Engrade and **set up your account**.

Grades are always posted at www.Engrade.com website. I update them every weekend and your parent/tutor may opt to get automatic weekly notifications from the website.

Science Notebook

Your science notebook and binder must be organized and clear as you will be depending upon them as part of your study material. Your science notebook and binder will be collected periodically and graded. They must be neat, well-organized, and contain enough information so that an outside observer could follow what is written therein and perform the same experiment (or use that information as the **ONLY** study material for a test). Notes are always helpful and should be plentiful.

Behavior Management

Each student begins each week with three cards.

If you lost a card, this means your behavior has gone too far. An action will be taken, for example your parents will be notified. Remember that instruction time is not a time for negotiation, if you do not understand why your card has been pulled out or if you disagree about the reason, you should bring it up at a later moment and not interrupt the instruction or activity taking place.

Daily **behavior** will be recorded weekly **at Engrade** and at the end of each science class on a "Classroom Behavior Record" sheet. Students, who finish a given marking period with no more than one card lost, will be eligible for 100% of the 10% grading criteria for behavior.

Not getting a warning will not excuse you from losing a card.

Academic Dishonesty

Cheating, copying, and plagiarizing will not be tolerated. Student will receive a 0 on any assignment that is deemed academically dishonest. Further, all incidences of academic dishonesty will be referred to both the principal and your parent/guardian.

Attention Signals

During a lab activity or small group discussions I will raise my hand to let you know that we should come back together as a group for class discussion.

Bathroom	<i>I encourage you <u>not</u> to ask to use the bathroom, unless you really have to go, especially during half days since our time together in the classroom is precious since it is limited.</i>
Desks/science lab tables	<i>If I find anyone writing/scribbling on desks/science table, he or she will be invited to meet with the principal, and an email will be sent home. Also a card will be lost.</i>
Cell Phones and Other Electronic Devices	<i>Cell phones/ electronic devices will be confiscated and given to the principal if they are used and/or visible during science class. An email will be sent home and a card will be lost as well.</i>
Leaving Class	<i>Before you leave the science class, be sure there is NOTHING around the desk on the floor and be sure that your desk is in its correct row. Students are not to leave the classroom without my permission; otherwise a card will be lost.</i>
Extra Help	<i>I am willing to give extra help, should you ever feel the need and your behavior in class has been acceptable. It is in your interest to schedule in advance, as this will increase the likelihood that I will be available when you need me. If you make an appointment, I will be there. If you "walk in" without an appointment, it is likely, but not certain, that I will be there and available. I will try to accommodate all requests, but during recess works best for me.</i>
Extra Credit	<i>There are many assignments and opportunities given to you to succeed during a marking period, therefore I do discourage you asking/ looking forward for extra credit assignments. Do your best at all times and do not rely on second opportunities.</i> Good Luck, Mrs. Guerra