

7th & 8th Grade Policies & Procedures

Miss Willson, Mrs. St. Charles, Mrs. Linton

Classroom Procedures

1. Enter the room quietly, go directly to assigned seat, and be seated.
2. Students should have something to read with them at all times. Students are encouraged to read books from the classroom library or school library.
3. Students are expected to take their Organization Binders to all classes and to use them accordingly to record assignments, tests, and long-term projects and to organize homework assignments.
4. Prepare for class by having all materials on your desk ready to work. Have homework on your desk to correct or turn in. Open your assignment book and write down/update assignments from the board.
5. Students should not leave the room without permission.
6. Transition time between classes is provided for students to use the restroom. If a student needs to use the restroom during class time, they should wait until independent work time. If it is an emergency, the student should give the teacher a hand signal and wait to be acknowledged before leaving the room.
7. When a student finishes work early or there is a classroom interruption (i.e. intercom, visitor in the room), students should silently read a book or work at their desk.
8. If the teacher needs to leave the room, all students should remain seated at their desks. No one should be out of his or her seat and the door should be left open.
9. If a student enters the room late after class begins, he/she is to go directly to their seat without talking. Directions will be given and fines will be assessed for tardiness (see Discipline Plan).
10. When switching classes, students are expected to take all belongings with them. No belongings should be left at the student's desk out of respect for the next occupant.
11. The teacher- NOT the clock or the bell- dismisses the class to the next class, lunch, or afternoon dismissal.

Morning Procedure

1. Students will go directly to lockers to gather materials for morning work and their first class.
2. Communication from home and Friday Folders are to be placed by the student in the proper location daily.
3. Morning work will be assigned daily or students will be expected to read their personal reading material or study silently.
4. During attendance count, students will be responsible for indicating their lunch preferences on the board.
5. Selected students will deliver lunch count, attendance, and conduct morning announcements (8th grade only).
6. During Prayer and Morning Announcements, students are expected to show reverence and respect by standing silently and participating when necessary.

Hallway & Locker Policy

1. Students are expected to be silent in the main hallway and while at lockers during all times of the day.
2. Students will take turns going to lockers per the teacher's instructions.

7th & 8th Grade Policies & Procedures

Miss Willson, Mrs. St. Charles, Mrs. Linton

3. Locker time is provided for students to silently gather materials for the next class and to quickly use the restroom before the next class.
4. Keep lockers tidy and free of food (daily snack & lunch are okay) and trash. The teacher will provide time to clean out lockers on a regular basis.
5. Do not look through the windows of other classrooms or the gym doors.

Quality Work Guidelines

1. Students will be expected to take notes in the appropriate notebook for all core classes.
2. Use the standard paper-heading format on all papers.
3. Handwriting should be neat and legible.
4. Write in complete sentences, unless told otherwise.
5. Two mistakes neatly crossed out per page are allowed.
6. Use pencil on Math assignments and pen on major assignments (i.e. papers). Students may choose between pencil and pen on all other assignments, unless specified by the teacher.
7. Use correct spelling and grammar.

Homework Policy

1. Homework includes assignments, studying what was covered during the day, preparing for quizzes and tests, and completing projects.
2. Homework will be given on a nightly basis, except for Fridays.
3. Homework assignments should be completed on the night they are assigned.
4. Homework will be collected during the class to which it applies.
5. Some assignments will have extended due dates. Students are expected to manage their time effectively to ensure the completion of extended and long-term assignments.
6. If a student is unable to complete his/her homework for a legitimate reason, the student must submit an explanation for why the homework is not complete with a parent's signature in lieu of the missing assignment. Extra time will be granted to finish the assignment.
7. The Quality Work Guidelines & Grading Policy will be enforced for all assignments (see below).

Grading Policy

1. Full credit will be given to homework assignments turned in on time in the class to which the assignment applies.
2. Ten points will be deducted from a homework assignment that is turned in later on the day it is due.
3. Grading starts at 69% on homework assignments turned in one day late.
4. Zero points will be given to homework assignments turned in more than one day late.
5. **Grading:** Homework, quizzes, tests, and projects will be assessed using a points system. Points will vary among assignment types. At the end of the quarter, grades will be averaged according to the total number of points earned for each subject.

Academic Integrity Policy

1. All instances of academic dishonesty are taken seriously and will be penalized appropriately. Examples of Academic Dishonesty include, but are not limited to:

7th & 8th Grade Policies & Procedures

Miss Willson, Mrs. St. Charles, Mrs. Linton

- a. Copying a classmate's homework
 - b. Cheating on tests, quizzes, or homework
 - c. Plagiarism, or when one takes credit for the work of another person, either directly or unknowingly
2. **Helping vs. Cheating:** Students may help one another with homework assignments by explaining concepts and showing examples of work. Students may not give other students answers or allow a classmate to copy his/her work. Under no circumstances may students help each other on quizzes or tests.
 3. Any student found copying, cheating, or plagiarizing will receive an automatic zero on that assignment and will receive a Conduct Referral for their actions.

Supply Policy

1. Students are responsible for their own supplies.
2. Supplies should be kept in the student's organization binder or locker and should be brought to all classes.
3. The teacher provides limited supplies for in-class use only. Students should return all class supplies when they are done using them. If a student unknowingly removes class supplies from the room, please return them. If a student purposefully removes (steals) class supplies from the room, he/she will be subject to appropriate fines for unpreparedness (see Discipline Plan).

Absence Policy

1. If a student is absent for one school day or part of a school day, absent work will be placed in the folder marked "Absent Work" in the subject bin where students turn in assignments. It is the student's responsibility to check the folder for absent work. Work will not be sent home.
2. Students have one day per day of absence to complete and turn in absent work. For example, if a student is absent three days due to an illness, the student's absent work is due three school days after his/her return to school. This policy does not apply to unexcused absences.
3. Students with unexcused absences will be responsible for making up missed tests and quizzes on the day they return to school.
4. If a student is absent two or more school days, work may be sent home with classmates/neighbors/siblings or picked up in the front office at the parent's request.
Absent work can be picked up after school in the Main Office after arrangements are made between the parents and teacher.

Science Lab Guidelines

1. All classroom rules and policies apply in the Science Lab.
2. Enter Science Lab and sit at assigned location.
3. Do not touch any materials until instructed to do so.
4. Read all lab directions and procedures before beginning an experiment.
5. Use safety, care, and respect when conducting science experiments and handling materials.
6. Follow exact directions for the science experiment, unless otherwise instructed by the teacher.

7th & 8th Grade Policies & Procedures

Miss Willson, Mrs. St. Charles, Mrs. Linton

Study Hall

1. Study Hall is provided for individual students to finish homework assignments, to study for quizzes or tests, to use computers for research, or to obtain help from the teacher. Study hall is **NOT** social time or a time for group work.
2. Study Hall will be provided during recess (1-1:20pm) on Mondays, Tuesdays, Wednesdays, and Thursdays.
3. Study Hall will be in the 7th Grade classroom on Mondays and Wednesdays and in the 8th Grade classroom on Tuesdays and Thursdays.
4. If Study Hall needs to be canceled due to a special program or modified schedule, notification will be given to students as far in advance as possible.

Parent Communication

1. Information that needs immediate teacher attention (rides home, doctors appointments) is to be communicated through a written note or phone call to the Main Office.
2. Information that does not require immediate teacher attention may be communicated through a phone or email message.
3. Teachers will check their school voicemail and email at least once per day.
4. Due to the nature of the teacher's schedule, an immediate response to phone or email messages may not be possible. Teachers will respond to voicemail and email messages within 24 hours, or the next school day.
5. The teacher cannot discuss student behavior or grades over email.
6. Parents or teachers may request an in-person conference to discuss extensive matters, behavior, grades, or topics of a sensitive nature.
7. Teacher Contact Info:

Miss Louisa Willson-8th Homeroom

Subjects: 8th Literature, 8th Science, 7th Literature, 7th Science

Email: Louisa.willson@ctk.org

Phone: 292-9465 (during school hours)
476-1098 (direct voicemail / after school hours)

Mrs. Gina St. Charles- 7th Homeroom

Subjects: 7th Social Studies, 7th Religion, 7th Math, 8th US History, 8th Math

Email: gina.stcharles@ctk.org

Phone: 292-9465 (during school hours)
476-1098 (direct voicemail / after school hours)

Mrs. Gerrilu Linton- 7th/8th English and Vocabulary

Email: gerrilu.linton@ctk.org

Phone: 292-9465 (during school hours)
476-1098 (direct voicemail / after school hours)

7th & 8th Grade Policies & Procedures

Miss Willson, Mrs. St. Charles, Mrs. Linton

Parent and Student Agreement of Understanding

We have read and understand the 8th Grade Rules, Discipline Plan, Policies and Procedures. By signing, we are agreeing to abide by these class guidelines.

Signature of Parent(s)

Signature of Student

Date

Please return to your homeroom teacher by Friday, August 21, 2009.