

CLASSROOM GUIDELINES – MS. WING

BE RESPECTFUL...both of the teacher and of everyone else in the classroom, and their belongings. Please remain in your seat unless completing a task *after* the teacher has finished lecturing.

BE RESPONSIBLE. All work must be written in pencil and labeled with first & last name, pg #, and date. Assignments are due the following school day after being given, unless otherwise stated. **Late work and incomplete assignments** will be addressed through the 8th Grade Homework Completion Program (HCP). You will receive a separate handout explaining the program's details. It is your responsibility for getting your **makeup work** from the teacher and turning it in on time (1 day for each day absent +1). You may check the district website (Middle School Teacher Pages) for current assignments. Please do **not** put **absent** work in your regular class hour tray, but *hand it separately to the teacher*.

BE ON TIME. You are expected to be in your assigned seat and ready to begin class when the bell rings. Otherwise, you are **tardy** and conduct points will be taken or you may choose to use one of your extra credit passes. (see 2nd pg of this document)

BE PREPARED. You will need your textbook/chrome book, paper, pencil, ink pen, completed assignment, agenda book, and 3-ring notebook every day. Borrowing materials from another student is acceptable. Borrowing from the teacher is also acceptable in *exchange for your agenda book*.

BE ORGANIZED. Each Monday you will be given a few minutes to record the week's assignments into your agenda book. It is important for you to take advantage of this opportunity. Please organize your 3-ring notebook into sections named "P.O.D.'s", "Notes", "Handouts", "Vocabulary", and "Quiz/Test". You are **required to keep graded tests and quizzes** to help you prepare for each semester's final. Keeping graded daily work is up to your discretion.

BE READY TO SUCCEED. Grades are figured by dividing the total points earned by the total points possible. The grading scale is A=90% - 100%, B=80% - 89%, C=70% - 79%, D=60% - 69%, and F=59% and below.

All **homework assignments are worth 10 pts.** (First find your % and then use rounding rules.) EXAMPLES: 25 correct out of 30 is 83%, which rounds to 80%, so your score is 8 out of 10. However, 26 correct out of 30 is 87%, which rounds to 90%, so your score is 9 out of 10. All **quizzes are worth 100 pts.** All **chapter tests are 200 pts.** (double your %). **Semester finals are worth 300 pts.** (triple your %) **Special projects are generally 25 pts** but is left up to the discretion of Ms. Wing.

If you are caught **cheating** either on a daily assignment or a test, you will receive a ZERO for your work. This also applies to the student whose paper is being copied, if that is the case.

You will be given 40 **extra credit** points (4 passes of 10 points each) at the beginning of each quarter. Every time you use a pass to leave the room, excluding emergencies, 10 points is lost. This applies to the 1st – 3rd passes. On the 4th pass, you not only lose points, but also receive a mark on your conduct card for being unprepared. You may use only 1 pass per quarter to receive a 2nd copy of an assignment if needed.

Anytime you earn a D or an F on a **Quiz or Test**, you have an opportunity to raise your grade by correcting it with Ms. Wing. It is your responsibility to set up a time to accomplish this and it must be done within 1 week after the quiz/test has been passed back.

Return this page only to Ms. Wing – WORTH 10 POINTS!

I have carefully read these guidelines and agree to comply.

Student Signature

Parent/Guardian Signature
