

# 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 8<sup>th</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> – 3<sup>rd</sup> passes. On the 4<sup>th</sup> 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 2<sup>nd</sup> 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.

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

I have carefully read these guidelines and agree to comply.

Student Signature

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Parent/Guardian Signature

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