

# Mrs. Church's Class Policies & Expectations

- Be polite and respectful at all times. Anything you do that interferes with your and/or your classmates' ability to learn, or my ability to teach is inappropriate and will not be tolerated.
- Be in your assigned seat and be prepared to work when the tardy bell rings.
- Bring required materials to class every period. These are a pen/pencil, and your notebook/spiral.
- We will use cell phones often in class, for purposes of learning. If you are using your cell phone during classes when you do not have permission to use it, I will pick it up and turn it into the office.

## Expect the following consequences for failure to comply with class expectations:

- Teacher-student conference
- Parent contact
- Coach/Sponsor contact
- Office Referral

## Make-Up Work

It is your responsibility to ask me for all make-up assignments and tests missed due to an absence. All make-up work must be completed within reasonable time limits as set in the student handbook.

## Weekly Syllabus

I post a weekly syllabus on my website every week and print a physical one off for students to pick up. This is essential for staying on target with homework assignments, quiz/test/project announcement, and any other important announcements for my class and will also help you stay on task if you are absent.

## Re-Testing:

Students will be able to retest grades 84 and below on MAJOR exams for a maximum score of 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade.

- Students will have a window of FIVE school days after the exam is returned, to retest. Tutoring and retest must be completed in this window.
- This retest policy does not include projects.

## Grading Policy

- Tests: 50%
- Quizzes: 30%
- Daily Work; Class Participation: 20%

## Cheating/Using Online Translators/Copying:

Under no circumstances will cheating be tolerated. The following consequences can be expected:

- Student will receive a zero for the assignment
- Student's parents will be contacted
- Student will be referred to the principal's office



Students will have access to my class set of books and can check out their own book to have at home from Mr. Gore in the bookroom.

## Instructions How To Access Book Online:

1. Go to <http://my.hrw.com>
2. Username: **learningcent**
3. Password: **tutoring**
4. Click: Go to the online textbook
5. Click the tab "Book Pages" and enter desired page #

## Tutoring:

I will be in my classroom C206 at the following times. ***If you are given mandatory tutoring, you and your parents will sign an acknowledgement to the tutoring schedule that is given to you.*** Changes due to meetings/days off will be posted on website & door and will be sent to the text group.

- **Wednesday AM/PM**
- **Thursday AM/PM**
- **Friday PM**

**The LOTE Dept. does NOT drop the lowest grade.**