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| Team Teacher Procedures | In your own words |
| **Entering / exiting the class**  Quickly, quietly, and respectfully |  |
| **Movement in class (permission)**  During warm up, students may prepare their supplies as needed without seeking permission. Once instruction has started, permission is required. |  |
| **Supplies ~ student vs. teacher**  Students may use the student location for supplies but not the teacher area. |  |
| **Filling out agenda**  It is the student’s responsibility to record their class work and homework on a daily basis for every core class. |  |
| **Proper heading**  In the upper right hand corner of your paper: Name\_\_\_\_\_  Date\_\_\_\_\_\_  Period\_\_\_\_\_ |  |
| **Water bottles**  Students may have water bottles filled with only water in the classroom; however, the bottle must remain on the tile section of the classroom. |  |
| **Absent issues**  It is the student’s responsibility to request and submit make-up work upon returning to school.  If the teacher assigns work in advance, including tests and projects, it is due the day the student returns to school.  If the makeup work is not assigned in advance, for absences of 1-3 days, the student has one day for each day absent to make up the work.  If the student is absent for more than three days, the student has two days for each day absent.  The student is responsible for securing make-up work at the secondary level per WCPSS policy.  Assignments submitted late due to absence must include an attached late slip to be considered. |  |
| **Electronic Submissions**  It is used for specific assignments only. It is NOT used for submission of late work under any circumstances without prior approval each and every time. Grades are entered/recorded in the same location. |  |
| **On time / Late work policy**  **Assignments not submitted on time including class work, practice work, homework earn a score of “50”. Late work is the result of a student being present in school but not submitting the work by the designated time, such as at the start of class when being collected. Assignments need to be submitted with a proper heading.** |  |
| **Late work submission procedures**  **Assignments not submitted earn a score of “50”.**  **Students should submit late work prior to the next assessment with late slip:**  Explain why the work should be accepted Explain how to solve the late work issue  Obtain parent/guardian signature May need to attend a conference |  |
| Preparing for a quiz or test  Quizzes may or may not be announced; be prepared. Tests are always announced at least 3 days in advance. |  |
| Plagiarism Guidelines from NC DPI  Plagiarism ranges from using texts or images without proper attribution (giving credit) to disguising the misuse of someone else’s work. Plagiarism is a form of cheating. When work is copied and pasted or retyped without giving the author credit, it is work that does not belong to the student. If the work is between students, all participating students do not earn credit. Sometimes this is done accidentally. Sometimes this is done intentionally. Regardless of intent, the student does not earn in credit. If a student takes information from any source, it must be cited properly. |  |
| Behavior:  Levels of escalation may include warning > silent lunch > In House Suspension > Out of House Suspension > After School Detention > Office Referral > Administration action  Student behavior may deem 1:1 parent chaperone for field trip participation necessary |  |
| Power School Access/Homebase:  Please contact the school office if you would like to have online access to your grade book (recommended).  **Words of Caution**  Grades entered into the Power School system should be correct. Should the student believe a grade is entered incorrectly, s/he should notify the teacher and the teacher can verify and or correct if such action is necessary.  Power School should not replace interims and can also not replace the student agenda, which will inform parents of daily class work, upcoming tests and projects before they are due (dependant on student use). We hope Power School is a helpful tool in your arsenal of staying informed & want you to have a successful 6th grade year. |  |
| **Grading Policy:**  **30%** Formative assessments (the assessment of knowledge gained during the learning process) include:  warm ups, class work, practice work, homework, exit slips, quizzes, vocabulary  **70%** Summative assessments (the assessment of knowledge gained at the end of the learning process) include:  essays, quizzes, tests, labs, projects |  |
| **Letter Grades:**  A  =   90 - 100     B  =   80-89     C  =  70-79     D  =  60 - 69      F  =   <60 |  |

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| **grading**  **rubric** | **100**  (Level 5) | **90**  (Level 4) | **80**  (Level 3) | **70**  (Level 2) | **60**  (Level 1) |
| **Homework scoring**  **(when a rubric is not included)** | Assignment is complete with few to no mistakes and or the student has attempted assignment to his/her best effort. Evidence of work correction. | Assignment is complete with some mistakes and or the student has attempted assignment. Evidence of work correction. | Assignment is complete but the student has made little attempt on assignment. Evidence of work correction. | Assignment is not complete and the student has made little attempt on assignment. Evidence of work correction. | Assignment is not complete or the student has made little attempt on assignment. Little or no evidence of work correction. |
| **Class work**  **(when a rubric is not included)** | Student work supports the main ideas clearly and concisely including elaboration. | Student work supports the main ideas clearly and concisely. | Student work supports the main ideas. | Student work supports some of the main ideas. | Student work is insufficient. |
| **Warm Up / Exit Slip**  **(when a rubric is not included)** | Each day is complete with full effort and extensions. | Complete with full effort. | Complete with partial effort.   Evidence of work correction. | Insufficient effort.  Little or no evidence of work correction. | Work is not present. |

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