August 2017

Dear Students and Parents,

We had a great first week of school! We spent time getting to know each other and establishing our classroom expectations. Below are our class and school-wide policies and procedures. For the parents who attended Back-to-School Night, some of this will be familiar. Please read the following information together, sign the bottom portion of the third page, and return the signed portion (only) by bringing it to class by **Wednesday, August 23rd.**

**Evaluation and Progress Reports**

Students receive a report card with both academic and citizenship grades each quarter. For academics, students will be graded on the timely completion and quality of assignments and projects, participation in whole class and small group discussions, following directions, and test/assessment scores. Students should monitor their academic grade in PowerSchool at regular intervals. Progress reports will be distributed mid-quarter if the grade is C- or lower. Citizenship grades are based on prompt arrival to class, being prepared with completed homework and necessary supplies, behavior and attitude, group cooperation, and following class and school rules.

**General Grading Guidelines**

Academic evaluation will be based on:

1. **Homework, Classwork, and Participation - 40%**
   All homework and classwork should be neat, complete, and on time. Fully explained and detailed responses, exhibiting a student’s best effort, are necessary to receive full credit on each assignment. Active and willing participation in whole group and small group discussions is an integral part of this grade.

2. **Tests, Essays, Projects, and Reports - 60%**
   Tests will be generally administered at the end of a chapter or unit of study. Students will be writing essays in class, at home, and during essay tests. Over the course of the school year, students will also work on various projects and reports. Most project and report work will be done in the classroom, with the exception of book reports, which often are begun in the classroom and completed at home.
**Academic Integrity and Ethics**

“A deep commitment to academic and personal integrity is a cornerstone of HMS. This commitment is essential if HMS is to prosper as an institution that is concerned with the moral and ethical development of its students. Thus, any behavior that violates this commitment is unacceptable. Incidents involving academic dishonesty that would include cheating, plagiarism, copying homework, and other similar infractions are treated very seriously. HMS expects each student to put forth an honest effort as they strive for academic and personal growth” (Kurtenbach, “The Fox Guide”).

**Classroom Expectations**

Per “The Fox Guide,” Huntington’s discipline program goal is to promote responsible decision-making, respect for other people and property, and pride in appropriate behavior.” Our classroom rules reflect this philosophy:

- Respect yourself, your peers, your teachers, and our classroom
- Be on time, on-task, and ready to learn every day
- Be responsible for your own learning
- Be kind

Per “The Fox Guide,” the teacher is the first person to deal with a student if a problem occurs. The steps taken by the teacher before a student is sent to the office may include, but are not necessarily limited to, the following:

- discussing the incident and counseling the student,
- keeping the student after class during break or lunch for a conference,
- notifying the parents,
- holding a conference with the parents, and
- speaking with the administration.

**Teacher Contact**

If you have any questions or concerns, the best way to reach me is via email: smoffat@smusd.us. If you would like to meet, my conference period is by appointment from 1:05 – 1:55. In the event of an emergency, please call the school office at 299-7060 and ask to be connected to the classroom.

**General Policies**

- All assignments must be 100% completed and turned in on time for full credit.
- Students should include a first and last name at the top of each assignment.
- Bring all required materials to class each day. It is disruptive leaving the class to go to lockers, so it is important to remain organized.
On a similar note, restrooms should be used during breaks and passing periods, ideally, to avoid disrupting the class and miss out on learning. (Obviously, if necessary, you will be able to leave during class time.) Water in a tightly sealed container is permitted in class. No food or gum.

Absence Policies

If a student is absent, it is his or her responsibility to make up missed classwork and homework. If well enough, students can check homework assignments on the class web page. They are also encouraged to call a "study buddy" to inquire about missed work. Upon return to school, students check the "Absent Student Work" folder for their papers and discuss the assignments with the teacher at that time.

If an absence is longer than three (3) continuous days, an assignment packet may be obtained by e-mailing the teacher and arranging to pick up materials in the school office. Please do not come to the classroom to pick up work.

Missed work due to an excused absence is due after the number of days missed (i.e. sick 2 days, the student has 2 extra days to make up the work)

Make-up tests or in-class essays are due no later than one (1) week from the date of absence. Long-term assignments, such as book reports, are due on the date of return. It is a student’s responsibility to schedule a make-up test.

Please note that in the event of an absence, students will receive a "O" on any test or assignment until it is made up. This will temporarily skew the grade on PowerSchool, so don’t be alarmed when this happens.

I have read and agree to abide by the above information regarding class policies and general grading guidelines for Mrs. Moffat’s class.

Printed Student’s Name ___________________________ Class Period(s) ___________________________ Student Signature ___________________________

Printed Parent’s/Guardian’s Name ___________________________ Parent/Guardian Signature ___________________________

Please cut on the above line and return the signature portion to class by August 24th. Be sure to keep the enclosed information for reference. Thank you!