**Procedures for Coach Simpson’s Class**

**Returning from an absence**

Students will place the admit slip/note in the box on Coach Simpson’s desk. Failure to do so will constitute the absence being marked as unexcused. Students can pick up the admit/note at the end of class before they leave.

**Tardies**

Students that are not across the line in the doorway are considered tardy. They will sign the “Tardy Log” as documentation of this. If the student has a note from an office, officer, administrator or teacher; the tardy will be excused and not count against the student. The note will need to be left in the tub with the tardy slips in it. After leaving the note the student will sign the tardy log indicating the tardy was excused. If the student does not have a note from the above, the tardy will be unexcused and count against the student. The student will have to fill out the tardy slip and leave it in the tub. The student will then need to sign the tardy log and indicate the tardy is unexcused.

**Make up work for Absence:**

Unexcused/OSS: Students are not allowed to make up any graded assignments during absences of this nature.

Excused: Students have as many days to make up the assignments missed, as they were absent. E.g.- If Little Jonny missed 3 days of school due to illness, he must make up all work within 3 days of returning to school. If a student has an excused absence on the day of a quiz, the next quiz taken will be doubled. Students cannot triple quiz grades, in this case; the student will need to make arrangements with Coach. Make up work can be found on the bookshelf, in the appropriate day and folder. Each subject has its own color. Know your subjects COLOR!!

ISS: Students will be sent work while in ISS; this work will be graded in place of the assignment(s) missed during class.

Students will turn all make up work into Coach Simpson personally.

**Grades**

Tests: Students will only keep their highest 7 test grades for a marking period; all others will be dropped. Each Test is worth 100 pts.

Quizzes: There will be 10 quiz grades taken during the course of the marking period. None of these will be dropped. Most quizzes are open note. Each quiz is worth 30 pts. Most quizzes will be “POP” in nature.

Homework: Homework is assigned at the beginning of the week and will be turned in, to the appropriate class tray at the end of the week prior to the end of the class period. There will be 7 homework assignments in a marking period. Each homework assignment is worth 20pts.

Participation: This is a cumulative grade that will be entered into the grade book at the end of the marking period. This grade is based on in class participation, preparation for class, completed assignments, and effort.

\* Final Average Calculation: Total points earned on 7 highest Tests + Total points earned on quizzes + Total points earned on Homework assignments + Total points earned for Participation / 1500 = Final Average

**Missing or Late Work**

* Every student will be responsible for turning in all work.
* Any student who has missing assignments will be required to complete them, failure to do so will result in a grade of a 0 for the assignment.
* Work that is up to 1 day late will be given 70% credit
  + Eg. Work due at the end of 1st period but is turned in during 2nd period will receive up to 70% credit.
* Work that exceeds 1 day late will be given 50% credit
  + Eg. Work due on Friday that is turned in Tuesday will receive up to 50% credit

\*This does not include any bonus or extra credit assignments.

**Graded Assignments and Misapplication of them in Grade Book**

Graded Assignments: All assignments will be returned to the student upon being recorded in the electronic grade book. Each student is responsible for keeping up with his/her returned graded assignments. This will allow the student to keep a running total and accurate understanding of what his/her current average is.

Misapplication: If you believe a mistake was made in the recording of your grades you will need to follow this protocol:

* Print a copy of your grades for the class from PowerSchool
* Highlight or circle the assignment in question
* Write a brief explanation of the problem at the bottom of the page
* Staple the returned graded assignment to the back of the printed page
* Consult Coach before or after class and submit your paperwork

**Restroom/ Locker**

Students will need to ask Coach for permission and have his/her agenda book in order to use the restroom or go to their locker. Only one student will be allowed out of the room at a time.

When students can go:

Before or after class

During independent practice

In the case of an emergency

When students cannot go and should not ask:

In the first or last 10 minutes of a class period

During active instruction of class

During an activity

**Parent/Student Contact**

Remind 101: This system will be an email/text-based reminder of graded assignments for the week. Students have a sheet in his/her orientation packet about this service. The form can also be found on my website. Students and parents will need to follow the directions in order to receive these messages.

Email: This is the best way for parents to reach me and is my preferred way of contact. You should be able to get a response from me with in 2 hours of your submission, if it is during school hours. Please include in your email: your name, your child’s name, the class and period they are with me, and the concern you have. Please contact me through email with concerns, if you do not get the answer needed or feel the need for more discussion, I will be able to contact you with a time I am available to contact you by phone

**Procedures for Coach Simpson’s Class (Continued)**

**Borrowing supplies from Coach**

Students that do not come to class prepared will be allowed to borrow certain items for Coach. If a student needs to borrow an item they will need to ask Coach if he has an extra and will need to leave collateral in order to borrow said item. Items for collateral can include: calculators, shoes, lunches, etc.

**Handouts**

Any time the class is given handouts, these will be found on the table as students enter the classroom. It is the responsibility of the student to pick these up prior to taking their seat.

**Bell-work**

Students will have this assigned to them everyday. The assignment will be found on the front board based on the subject you are in. These assignments can be collected and used for a grade. The students will be allotted time prior to the start of class to complete this work.

**Heading Your Paper**

For papers that do not already have a place for your heading, your paper should be headed the following way and in the upper right hand corner of the paper.

Name (First and Last)

Date

Period

Assignment Title

**Week In Preview**

This is the board where students will be able to see what will be happening for the week we are currently in. Information that will be found here is as follows: Daily Activities, Subjects for lectures, Graded Assignment due dates, Test dates, Important Information for the next week, Homework assignments, etc. Students are responsible for copying this board in his/her agenda book at the beginning of every week. Doing this will keep the student and parent informed of what is happening in class for that week.