

Policies and Procedures for a Successful 6th Grade Year

Mrs. Roney's Classes

Grading Policy:

Grades are based on participation, class work, written homework, quizzes, tests, map work, projects, presentations, and exams. All tests, semester exams, quizzes, projects, and assignments are given a point value and all are graded equally. Some are given more points than others, but none are less important. To get a percentage, divide the points you earned by the total points possible.

Grading Scale:

All grades earned by students are calculated as percentages and translate to letter grades according to the scale below:

A 100 – 93	B+ 89 – 87	C+ 79 – 77	D+ 69 – 67	F 59 - 0
A- 92 – 90	B 86 – 83	C 76 - 73	D 66 - 63	
	B- 82 – 80	C- 72 – 70	D- 62 - 60	

The Five P's:

To ensure that students get every opportunity to make their best effort, they are expected to follow the *Five P's* as listed below.

- ❖ **Preparedness:** Students are expected to be prepared for class at all times. All necessary books, materials, and supplies needed for class must be in the student's possession upon entering the classroom. No excuses. Planners must also be used daily to write down all homework assignments, upcoming events, and projects. Planners will be checked periodically. If students ask to leave the room to get supplies that they already know they should have in their possession, Mrs. Roney will let them get their supplies but they **WILL** lose points.
- ❖ **Punctuality:** Students are expected to be prepared and on time for class. Even though there may not always be bells, students will be expected to pay attention to their schedule. Students should also make use of the 5-minute passing period in between classes and be sure to take care of personal business during passing periods, before and after school, and during break and lunch. Students should also refer to the handbook for the school's general policies regarding tardiness. Three tardies equal one detention. Anything beyond that will result in a conference with the teacher, principal, and parent notification.
- ❖ **Proper behavior/Uniform:** Students must enter the classroom in appropriate uniform attire (refer to the handbook for uniform infractions). Out of respect for other students and the teacher, students are expected to conduct themselves in a polite and respectful manner. Additionally, students need to make sure that their area under their desk, and surrounding their desk is clean and tidy. Observed behavior includes talking in class, talking to a neighbor while someone else is talking, passing notes, lack of respect for fellow students while they are presenting ideas/projects to the class, cheating (homework copying and/or quizzes/tests will not be tolerated and will result in 0 points and your parents/guardians will be notified), disrespectful language or actions towards another student or teacher, dishonesty (Plagiarism will not be accepted. Plagiarism will result in zero credit and a meeting with both the principal and parents/guardian.) Mrs. Roney has a zero tolerance policy in her classes and students should be aware that proper behavior and conduct are expected at all times. Points will be deducted and possible detentions and parent conferences will be necessary to resolve matters.
- ❖ **Participation:** Students are expected to participate during all class discussions as well as in group activities. Students who fail to participate and contribute to group activities will be awarded limited points for that assignment. Additionally, students need to be attentive during class and pay attention to directions during class.
- ❖ **Paying Attention/Listening/Following Directions:** Students are expected to pay attention in class and listen to oral instructions and read all written instructions on the board and on their rubrics. Students should be aware that asking questions that have already been explained, such as "Should this be in

cursive?" or "Does that have to be in color?" when those questions have already been answered or are given on an instruction sheet, may lose points for not paying attention, listening, or following directions.

The *Five P's* as outlined above will be incorporated into a student's overall quarter and semester grade. Students receive 40 points (equal to an approximate quiz grade) at the beginning of each quarter for each subject. The total value for all four quarters will be 160 points, equal to two test grades. 2points will be deducted for each infraction as listed above. Students should be aware that their behavior can have a negative or positive effect on their grade. The *Five P's* will apply to all classes and Mrs. Roney will not always notify the student each time she reduces points, but students should be aware that not following the *Five P's* can reduce their points.

Any student who receives 20 points by midquarter will be notified and a conference will be set up with the principal and parents/guardians to determine how to assist the students to live up to the Four *P's*. Mrs. Roney has no doubt that all students are capable of adhering to the Five *P's* and all students will be encouraged to make their best effort.

Homework, Projects and Assignments:

All assignments must be turned in on an assigned due date at the beginning of class. Late assignments will be accepted up to five days late, but are docked 10% , one grade reduction per day (including weekend days).

Late assignments will be reduced by 10% each day off of the grade the student **WOULD HAVE RECEIVED**. After the five late days, assignments will **NOT** be accepted. Mrs. Roney will not remind students of their late work. It is the student's responsibility to turn in work to the late tray. All late work must be put into the late work tray dated and marked "late." You will not be asked for your work; you know it is late, so remember to turn it in.

Proper Headings

All assignments must include the following heading. Failure to do so will result in an automatic point reduction of 2 points for assignments worth 10 points or less. Over 10 points, students will lose 3 points.

First and Last name	Date
Subject	Grade/Period

In addition, points are automatically deducted for sloppiness, rushed and/or incomplete work.

Absences:

Students who have been absent must make up all missed work. **PLEASE CHECK THE WEBSITE. ALL WORK IS LISTED DAILY.** You can also come see me. Absent work must be labeled "absent," include the date that it is turned in, and be placed in the late/absent bin. It is the student's responsibility to turn in all make-up work. The teacher will not ask you for the work. Students are responsible for turning in work the very day they return to school even if that particular class does not meet on that day. Failure to do so will result in a late grade.

It is **the student's responsibility** to obtain any missed assignments as well. Students are expected to contact other students for any class notes that are missed. If the assignments include handouts or further clarification, see Mrs. Roney immediately to arrange a time to meet or to get any missing handouts. Students can also check the class website to get their missing assignments. The website is updated on a daily basis. Parents may also call the office and arrange for assignments/handouts to be available by 3:00 p.m. the day of the student's absence.

If a quiz or test is missed, students will make up the quiz or test as soon as they return to school. There are no make-ups on pop quizzes.

If a student will be absent for a long period of time, special arrangements will be made to ensure that the student remains on track with the rest of the class.

Tests and Quizzes:

All tests and quizzes (except pop quizzes) are announced at least a week ahead of time. They will also be posted on the class webpage. Quizzes are worth between 10 – 50 points, and tests are worth between 80 – 100 points. All graded tests and quizzes must be signed by a parent/guardian and placed in the student's class portfolio. Mrs. Roney

treats parent signatures as a homework assignment. Parent signatures are worth three points and are due on the assigned due date.

Remember, students are required to make up all tests and quizzes the day they return to school. Absence the day before a quiz or test does not excuse you from taking the test or quiz since a week or more was given prior to the test date. If a student is absent for an extended period of time, alternative arrangements will be made for missed tests, quizzes, and make up work, and is dealt with on a case-by-case basis.

Extra Credit: Extra credit is assigned at Mrs. Roney's discretion. Please do not ask.