**RULES, POLICIES and Other Useful Information: 2018-2019**

**Ms. D. Simon**

* **Be Nice**
* **Cell Phones Get Put Away During Tests and Quizzes unless you have been given explicit permission to use them.**
* **Go to the bathroom when you need to. Take the pass. Sign out. Go. Come back WITH the pass, and sign back in.**
* **When the bell rings, leave class. When the bell rings for the next class, BE in class. If you are being permitted to finish a test, please ask the teacher to call me.**
* **When you are absent for any reason, find out what you missed from friends/ Google Classroom, and DO the work as soon as humanly possible. Hand it in. If the absence will not be excused, check with me if I can accept the assignment for credit.**
* **Water/ coffee/ tea, apples, granola bars, candy, gum, celery sticks, carrots, etc. are ok… but, be neat, quiet and discreet.**

**Drills:  In the event of any drill, silence must be absolute.  Not only will this make it possible for you to hear instructions, but if a drill occurs during a test, you won’t have to retake a new and harder test because you stood outside talking about it for 10 minutes! Cell phones are always on silent- just leave them alone during lockdowns/ evacuations etc.**

**ID BADGES MUST BE WORN AT ALL TIMES! In the event of an evacuation, you MUST have your ID.**

**Grading:**

* 65 is the lowest passing grade, and in most cases, the lowest grade you can end a marking period with is a 50.
* Work is due when it is due. Only in dire circumstances will late work be accepted (though late work might be given feedback with no credit) Late work, for any reason, will be penalized 10 points. Work will not be accepted (for credit) after the rest of the class has received graded work back.
* Revisions are welcome and encouraged; however, you must ask permission to revise work, and revisions are due within 2-3 classes of when the assignment was returned. Revisions MUST be attached to the original work. All revisions MUST be your own work. You may NOT revise tests/quizzes.
* Personal issues, such as grades, etc. should be discussed privately. Ideally, hand in a note with the problem (e.g. dentist appointment, will miss class on Tuesday). See me between 7:30-8:45 in commons.
* Most work will be turned in of Google Classroom, using Google Docs. Please do not email work to me. In case of technology failures, work is to be submitted on paper- if need be, hand-written with a quill and ink.

**MP Grade Breakdown:**

Classwork and Homework (short assignment) = 40%

Quizzes and Drafts = 30%

Tests/ Essays/ Projects =30%

V++ = 100

V+ = 95

V= 85

V- = 70

V-- =60