

Class Procedures for Eighth Grade

Welcome to the Eighth Grade! We hope you will have a successful year and have included the following procedures to help you succeed in all of your classes:

1. Report to class on time and with all of the required materials including, agenda, textbook (if needed), class binder or notebook, pencils, and pencil pouch with supplies. You will not be permitted to go to your locker once class has begun.
2. Turn in any assignments according to each teacher's directions. **The team does NOT accept late homework assignments.** Large or long-term assignments will be accepted with a penalty of one letter grade deducted for each day it is late.
3. Please sit down immediately without talking and copy any assigned homework into your agenda. The school website is updated daily with homework assignments, but sometimes circumstances prevent that from taking place. Therefore, your agenda is your most important resource!
4. Begin the warm-up activity by either taking from the tray or following instructions on the Smart Board.
5. During class raise your hand to ask a question and always ask for permission to leave your seat.
6. Be respectful of our property by returning all borrowed materials to their proper places and always clean up your workspace before leaving class each day.
7. Stay on task and allow others to do the same. The teacher will also let you know when class is over. Please do not "pack up" until you are asked to do so.
8. No gum or candy. If you are given candy as a reward by a teacher, it is not to be consumed in school unless you have the permission of the teacher.
9. Use of the school's computers is a privilege. Always sign out laptops BEFORE removing from the cart during advisory. You are responsible for returning the laptop to the appropriate slot and plugging it in.
10. Advisory time has been built into our daily schedule at the end of the day. This is your time to begin homework, ask questions or seek help from teachers, work on projects or make-up quizzes/tests. We expect you to take advantage of this time and be productive!
11. Students are expected to do and submit their own work for all assignments. Students are to deny all requests to copy class work, homework and quiz/test. Students shall not misrepresent test materials, research information, and class

work and/or homework assignments as their own. Academic dishonesty includes, **but is not limited to**, the following:

- a. Turning in any work that is not the student's own work
- b. Using electronic devices to cheat/misrepresent work
- c. Copying another student's or author's work
- d. Allowing another student to copy your work
- e. Putting your name on another student's paper/project/ work and turning it in as your own
- f. Using a "cheat sheet" or any unauthorized piece of writing on an assessment
- g. Using any material from the internet without proper citation/appropriate credit

The consequence for all students involved with academic dishonesty is a zero for the assignment, a demerit or a detention, and referral to the Discipline Review Committee for further action.

IMPORTANT

Missed Class due to Absences:

The team will abide by the make-up policy found in the student agenda.

When you are absent, it is your responsibility to make up any work within the specified time as stated in the agenda. While you may have a "Homework Buddy" this is only an extra measure. Always check with your teacher if you believe you missed anything not provided by your HW Buddy.

If you are absent on the day of a quiz or test, it is your responsibility to see the teacher upon your return about an appropriate time to make up the test or quiz. Failure to do so will result in a zero on that assignment.

If you have an early dismissal or late arrival, it is your responsibility to turn in ALL assignments for that entire day and gather any work you have or will miss on that same day.

AC Students: You must check in with all your teachers before you leave for AC to turn homework due and collect handouts and assignments you will miss. All class work and homework assigned is due the next day.

Student Signature

Date

Parent Signature

Date