



amicitia
AMERICAN SCHOOL FES

**Junior High and High School
Parent & Student Handbook 2009-2010**

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(7th- 8th Grade)

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Junior High School

7th & 8th Grade

Students in 7th and 8th grade would normally be grouped with 6th grade students to form a middle school. At Amicitia this is not the case. 7th and 8th grade students are fully integrated into the High school as far as practical daily operations and procedures concern. Parents and students in these grades should familiarize themselves with all the information in the High school section of this handbook, as well as the General Handbook. The only exceptions for 7th and 8th grade are dealt with in the section following immediately. Your careful attention to this is necessary to guarantee a successful academic year at Amicitia.

Student Information

School Uniform and Dress Code

The school uniform is required of all students in grades 1 – 8 to help foster a sense of discipline and modesty in school dress. It consists of:

- **School Assigned Tops:** Students are required to wear Navy Blue tops designated by the school. Acceptable tops include Navy Blue jackets, sweaters and Amicitia sweatshirts along with an AASF shirt or t-shirt. Non AASF shirts may be worn underneath AASF clothing, as long as the colors are consistent with uniform colors (Blue, Beige). PE shirts are NOT acceptable as outerwear except during PE class. Scarves are acceptable if consistent with AASF uniform colors and are solid, not multi-colored.

- **Solid color Beige or Khaki bottoms:** Shorts, pants, culottes and skirts will be available from the supplier. Jeans are not a part of the school uniform and may not be worn except on designated days.

No students are allowed to wear any accessorizing, fancy belts, large hoop earrings (larger than a 10 dirham coin), or fancy or expensive jewelry. Ear rings must not be distracting (extra long, dangling, etc.).

Shoes should be appropriate for school. Students may not wear fancy dress or high-heeled shoes (heels may not exceed 5 cm, or 2 inches), Moroccan slippers (Babush), or flip-flops.

Students who come to school without the proper uniform will be sent to the school office. They will be allowed to call home and, when the proper attire arrives, they will return to class. A first offense will be counted as a warning and noted in the discipline records. Students will receive detentions for all subsequent

violations. In order to emphasize the value of the uniform policy, the student's principal may also require the student to write an essay explaining the reasons for the uniform policy.

Parents should mark student names on each uniform piece, and on any student jacket or sweater. This will ensure that misplaced items can be returned to the student. A lost and found is maintained at the school reception. Unmarked clothes which have been left in the lost and found for more than a couple of months will be given away.

Occasionally special dress or free dress days will be announced to encourage school spirit.

To Return Uniforms:

Uniforms must be returned in perfect condition within 2 days of purchase for the following reasons:

- To change the size of the clothing
- When there is a factory fault

The receipt of purchase must be shown.

Academic Information

Homework Policy and Procedures

All junior high students are expected to have an Amicitia homework planner issued by their homeroom teachers. Teachers should write all assignments in a visible place in the room and instruct the students to copy these assignments neatly in their homework section.

Longer assignments such as term papers or research projects will be discussed in depth, with an accompanying instructional page given to the students at the time when the project is announced. Teachers will ensure that students maintain their *homework planner* noting homework for all classes. This book should also serve as a vehicle for communication with parents and students. Parents are expected to sign the planner each day and write notes to the teachers concerning academical questions.

Lost homework planners will result in ISS as well as having to pay the relevant fee to obtain a new one. Students will not be allowed to come to school if he/she does not have a new planner within 24 hours.

Homework is an essential part of students' grades and should be done diligently. It is expected of students to submit their homework daily.

If a student does not complete and submit homework assignments on time, they will receive an eighth period for that same day to complete unfinished homework and start working on the next day's homework. If this is repeated, the student will receive an ISS for as long as the teacher determines in relation with the transgression. In all cases parents will be notified and student grades will immediately be affected.

All graded papers as well as the report cards will have to be signed by the parents.

Reading Plan

All junior high students (7th & 8th grade) will be on a reading plan to ensure that students spend extra time reading. The English teacher will keep a reading log and students will have to give evidence of their progress, comprehension and quantity of reading.

High School

9th – 12th Grade

Attendance Procedures

Arrival and Dismissal

School gates open for students at **08:00**. Students should report to the line-up area, do what they need to do at their lockers and be ready to line up when the first bell rings at 8:25. Students arriving after 8:25 will be considered late and dealt with according to the tardy policy (see later in this document).

Students need to be picked up after school by **16:15** at the latest. Any students left on campus at this time will be escorted to the designated room and be charged for After School Care. This service is billed to parents at 100 DHS/ hour or partial hour per student. After School Care is designed to increase the safety of our children, to encourage parents to pick up their children on time and to help ensure the security of school property.

Hall Passes

During unscheduled breaks where an adult is not accompanying a class, students should go from one area/activity to the next with a hall pass obtained from their teacher. Passes should include the student's name, the date and time, the reason for being out of class and a teacher signature.

Tardies

Late students cause considerable disruptions when they enter a class. Therefore, we ask that students be on school grounds at **least 10 minutes** before morning classes begin.

Medical appointments may be excused with a note from a doctor's office. In all cases parents are being held responsible to ensure that their child arrives at school on time. When late, students should check in with the school office where they will sit until the next class begins. Two tardies will be equaled as 1 absence and noted as such on the student's attendance records. After the third day of being late, there will be a parents conference.

Students who are late to class during the day will receive a tardy slip and be punished the following day as follows:

- First offense: lunch detention
- Second offence: lunch detention and 8th period
- Third offence: one full day of ISS

Closed Campus

Amicitia has a closed campus policy. During normal school hours students may not leave campus without administrative and/or parental permission. When leaving early, all students, including seniors, must sign out in the high school office and/or receive a signed pass from the administration.

Attendance policy

Regular attendance in high school is critically important for the success of each student and for the integrity of our program. Therefore, it is necessary to insist that students meet specific attendance requirements in order to receive credit. The accumulation of many absences in a particular course may cause students to lose credit for that course. A student who is absent for 21 days of the school year will be a candidate for retention the following year. Absences due to school approved field trips or sports activities will not be counted in this total. However, *all other absences* will be counted.

In cases where a student exceeds the maximum number of absences allowed, a committee consisting of the high school principal, the high school guidance counselor, and several of the student's teachers will meet to discuss whether or not credit should be granted for the course. The committee will discuss issues such as whether or not absences were excused, the validity of those excuses, and whether or not the student consistently made up missed work during the absence(s).

Parents are ultimately responsible for the education of their children. Students who miss school due to family traveling or vacation plans outside of the school calendar may lose the continuity of the instructional program. Such absences create potential gaps in students learning. There is no guarantee that students will be able to make-up out of calendar absences.

When a student is absent from school, parents should call or send a note explaining the absence. The office routinely calls parents to clarify student absences. Excused absences include illness, medical appointments, certain religious holidays and death in the family. Students with excused absences should ask their peers or teachers for work to be made up. For planned, more than one day absences, parents should fill out the Excused Absence Form. (*See appendix, General Handbook*).

After any absence, students are expected to submit a written excuse from a parent or doctor, explaining the reason for the absence. (The reason for the absence must be valid, i.e. stating "my child was not in class yesterday" will not be accepted as a valid excuse). This excuse should be submitted to the secretary before returning to class. Students who are absent for more than three

consecutive days, who have not been granted a pre-approved leave, must provide a written doctor's excuse.

Students are responsible for assignments due during absences. If a student had pre-approved leave, or can show an acceptable written excuse, the student will receive a *homework pass* to be shown to the appropriate teacher(s). The homework pass will allow students extra time to make up homework assignments and tests. (The extra time allowed will be decided by the teacher, who will convey this information to the students at the *beginning* of the school year.) Conversely, a student who brings no written excuse and receives no pass will not be allowed extra time to turn in assignments, *and will generally not be allowed to make-up missed tests*. If a teacher routinely accepts late assignments, then assignments missed during the absence could be turned in but recorded as late and penalized.

Student Information

School Uniform and Dress Code

The school uniform is required of all students in grades 1 – 8 to help foster a sense of discipline and modesty in school dress. High school students will be strictly adhering to the school's dress code.

PLEASE NOTE: *The dress code is in effect every time a student enters the school grounds, whether it is for school or a school-related function. In every situation where a student represents the school (eg a sport tournament), the same guidelines will be applicable.*

General Guidelines

- All clothes must be clean, modest and appropriate. It is important to recognize that the school is a place of learning.
- Students are urged to be neat and clean, realizing that regardless of styles "good grooming" represents a personal quality that we should all possess.
- To avoid injury and disease, shoes, boots, sandals, or other footwear must be worn in school buildings.

The following items are **NOT** appropriate to wear to school:

- Halter, one shoulder, backless, tube or spaghetti string tops.
- Shorts and skirts higher than 5cm/2 inches above the knee. Miniskirts of the required length should not be worn without pants or tights underneath.
- Any type of clothing which exposes underwear.
- Shirts which allow the midriff (stomach) to be visible, even when raising arms.

- Low or loose-fitting necklines which draw attention and shows cleavage in certain positions.
- Tights or similar type of leg wear worn with a top that *just* covers the hips and bums.
- Any clothing on which inappropriate or offensive language or pictures is printed.
- Clothes (pants and shirts and skirts) must be loosely fitted and therefore the following types of fabric will not be allowed - mesh or fishnet styles, tight fitting, “stretch” type material (spandex-type), sheer, see-through or shiny nylon material.
- Shoes with heels higher than 2,5cm/1 inch.

Hair

Hair should be clean and well groomed. Hair styles distracting in appearance or needing constant attention are not acceptable. Male students are expected to be clean shaven. No hats to be worn except knitted ones in the cold weather. Hooded jackets may be worn as long as the hood is not worn in class. No excessive jewelry will be allowed.

The staff and administration may judge other styles/clothes (which might not appear on the list) inappropriate at their discretion.

Failure to comply with the dress code standard will result in the following disciplinary action:

1. **FIRST OFFENSE** – student will be provided something to wear by the school while appropriate items from home are being brought to them or until they are taken home to change. Students will not be permitted to return to class until they are dressed according to the school dress code. They will also receive a referral for their first offense.
2. **SECOND OFFENSE** - students will again be obligated to change to appropriate attire before returning to class, and will be issued an 8th period for the next day.
3. **THIRD OFFENSE** - students will receive a suspension and will be required, with their parent/guardian, to meet with the principal and ultimately the Board.

Academic Information

Student Supplies, Notebooks and Binders

At the beginning of each school year students will be given a list of materials and supplies that should be brought to school. Completed notebooks should be saved by the individual student, as directed by the corresponding classroom teacher for the rest of the year.

Loose papers will be glued into the notebooks by subject, hole-punched and placed in binders, or filed in subject specific folders. In an effort to standardize classroom practice and make transitions from class to class & grade to grade simple and easy for students, AASF asks students to use only notebooks with A4 size paper organized in binders and folders as directed by the teacher.

Any class work that is to be put in a binder, including returned tests, should be saved in order both by subject and by date. Appropriate separators should be used to distinguish subject sections. All writing, including drafts leading up to a finished product, should be saved throughout the year.

Loose sheet class work will be done on white or lined A4 size paper with the following heading:

	Subject	Student Name (First then Last)
	Teacher's Name (Mr. X, Ms Z)	Date (spell month)
	Title of Assignment	
O	Beginning of student writing...	

The first two lines of the heading belong just above the top line. Students should not write in the side margins, and they should be instructed to respect a right margin. All work should be neatly written. Teachers will regularly check student notebooks. Teachers will write comments or corrections on the pages as to the organization and neatness of the work.

Printed work done on a computer should be font size 12 or 14 (teacher's choice) and double-spaced (so that corrections can be easily noted).

Textbooks

Students will be issued textbooks throughout the year. These books are on loan to students and must be returned in similar condition, allowing for normal wear, before the end of the school year. A deposit of 2000 DHS will be required for each student from 6th grade up. The fee will be returned upon withdrawal from school or graduation.

Students may be required to purchase certain locally available textbooks for French and Arabic classes.

In the case of a lost or damaged book, a fee will be charged to replace or repair the book. Damaged books, including the removal of a barcode label, should immediately be brought to the attention of the teacher that will assess the damage and assign a fee beginning at 50Dhs. Softbound replacements will start at 150 DHS; hardbound books from 300 DHS; English Class Set books from 250 DHS; Reference books from 750 DHS. Library privileges will be revoked until the fine is paid. If a book is lost or stolen, the student will be charged a replacement fee.

Parents, please be advised that American textbooks are often very expensive and sometimes irreplaceable. These may cost 800 DHS and more. The fee will be taken from the 2000 dh textbook deposit if relevant or charged to the monthly bill for students younger than 6th grade.

Tutoring

Teachers will refer students to tutoring if they feel the student will benefit from the extra assistance. In some situations teachers will be available for these students during or after school hours. Teachers will inform students one day ahead that they may stay after school the following day. There is a fee for this service. In cases where teachers are not available for tutoring, the school will help to find a suitable tutor.

Academic Honesty

Honesty and integrity are values that Amicitia wishes to instill in its students. Copying text from an internet site; plagiarism; the use of other students' work as if it were one's own; having tutors, family members or friends do one's assigned homework; cheating (particularly on a test); falsifying homework; or helping others cheat by lending them one's own work are all examples of behaviors which are unacceptable. These misbehaviors will lead to incremental, grade-appropriate disciplinary measures. (In high school cheating may lead to expulsion).

- Students are not allowed to copy answers, talk or look around during *tests*. In a first incident, students will be individually warned, and may have their test grade lowered by ten percent. If the talking/looking continues, then student grades will be lowered even more. If the same or worse misbehavior continues during a session, then a student will be given an F on the test and be sent to ISS.
- The first time that a student is caught cheating by a teacher on an *assignment*, s/he will be required to repeat the assignment. The grade will

be lowered as is appropriate to a late assignment. Clear definitions about cheating will be given to the student. If a teacher discovers that this behavior is repeated, the student involved will receive an F on the assignment. Subsequent cheating will be referred to the principal.

The *Oxford American Dictionary* defines plagiarism as "the practice of taking someone else's work or ideas and passing them off as one's own."

1. This definition of plagiarism often shocks students as they themselves habitually use this very method of writing. It is plagiarism to copy and replace words in a piece of text. For an example look at the definition of plagiarism from the *Oxford American Dictionary*... "the practice of taking someone else's work or ideas and passing them off as one's own." (*Oxf. Amer. Dic.*) ...is changed to... ..the **exercise** of taking someone else's **text and/or** ideas and **presenting** them as one's own. This is plagiarism.

2. It is also plagiarism to fail to cite or mention the source of materials. Putting text in quotation marks is a good start, but it is not enough; students must also cite their source(s).

Remember, plagiarism does not only apply to sections of text, but to ideas and even graphics. www.plagiarism.org summarizes plagiarism as "an act of fraud" or theft. AASF seeks to teach proper ethics by explaining these concepts and by recommending that all students review the materials presented on the <http://www.plagiarism.org> web site. This site provides guidelines and suggestions for avoiding plagiarism. Additionally, AASF will enforce these ethical practices as part of the discipline policies.

High School Admittance Requirements

All students, including continuing AASF middle school students, will be evaluated prior to acceptance into high school. It is expected that students meet most, if not all of the following academic and behavioral criteria:

- Must be no more than 16 years of age when entering 9th grade
- Positive recommendations from current teachers
- A history of good behavior
- A minimum GPA of 2.5
- Readiness for Algebra I
- Significant growth in both Arabic and French
- Must have passed a minimum of 3 core courses (English, Science, Math, Social Studies).

Probation

All new students to AASF in grades 3-12 will be placed on probation for one semester. During this time, the school will evaluate the student's behavior and academic achievement. In general, students will be expected to carry a GPA of at least 2.5, have acceptable attendance (*less than 8 absences*), have decent behavior (*less than 5 detentions and/or 3 discipline referrals*), and have an adequate home situation. Consequences for failure to meet the conditions of the probation will be determined by the administration, but may include expulsion, additional probationary periods, or demotion to a lower grade. Occasionally, returning or current students are also placed on probation. Separate contracts usually govern the terms of these probations, which may or may not correlate with the probationary terms as noted above for new students.

Age Restrictions

Students entering the high school in ninth grade may be no more than 16 years of age by August 31st. Graduates of the high school may be no more than 20 years of age. Students who are retained during their high school years, and who will not graduate by the age of 20, may be asked to leave the school.

Exams

End-of-year exams in the High School are mandatory for core courses. All students in grades 9-11 are expected to take exams during finals week (the last week of school). Only under exceptional circumstances (such as a death in the family or unavoidable emergency) can a student be allowed to miss exams. Even then, in almost all cases the student will still be expected to make up the exam(s). In all other cases, students who miss exams will receive a zero on that exam, which will negatively impact their grade for the year. Students will be expected to take the final exams at the assigned times, unless permission is granted by the administration and the respective teacher(s) to change the day or time of the exam. No exams will be given outside of the exam week.

Exam Weighting

- Exams will count for **10% of the final grade** for courses which are made up primarily of freshmen and sophomores.
- Exams will count for **15% of the final grade** for courses which are made up primarily of juniors.
- Exams will count for **20% of the final grade** for courses which are made up primarily of seniors.
- In cases where there is no real "primary" group, teachers will select the most appropriate percentage, based on the level of the course.

Grade Level Advancement

After the completion of 9th grade, and any additional summer or on-line course work, a student must have a minimum of 7 credits (including the 4 core courses) to move to 10th grade, and to be part of the 10th grade/Sophomore class.

After the completion of 10th grade, or the second year of high school, and any additional summer or on-line course work, a student must have a minimum of 12 credits to move to 11th grade, and to be part of the 11th grade/Junior class. A student with less than 12 credits will need to repeat the 10th grade. If he/she works extremely hard the next year, he/she may be able to regain the lost year. After the completion of 11th grade, or the third year of high school, and any additional summer or on-line course work, a student must have a minimum of 19 credits to move to 12th grade, and to be part of the 12th grade/Senior class (including Senior privileges).

A student with less than 19 credits will need to repeat the 11th grade. If he/she works extremely hard the next year, he/she may be able to regain the lost year. Other considerations, such as certain credit requirements (e.g. 4 credits of English, 3 credits of math, etc.) may also affect a student's eligibility to move to the next level and to graduate. If a student needs to be retained for a second year, he/she will be asked to leave AASF.

Grading

High School report card grades will be given as percentage grades (as noted in the scale below). These reflect a composite of participation, class work, homework and tests. On report cards, final grades are often influenced by the weighting system chosen by each teacher. The weighting system will determine how much various components of the course, such as tests, homework, quizzes, participation, and projects, influence the final grade. Please see individual teachers if you have questions about grades. The following grading scale is used at AASF: *(on page 15)*

Arabic & French Grading Scale											
For all classes taught in Arabic and French											
AASF Report Card Grades	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Arabic & French Equivalent @ AASF	18/20	17/20	16/20	16/20	15/20	14/20	13/20	12/20	11/20	10/20	9/20
Overall Remarks	félicitations			tableau d'honneur			tableau réservé		insatisfaisant		refusé
	congratulations (best in class)		keep up the good work		honor roll		satisfactory		unsatisfactory		fail
Examples of Teacher Remarks	excellent		très bien		bien		passable moyen		insuffisant		redoublement
	excellent		very good		good		fair		needs improvement		fail
American Grading Scale											
For all classes taught in English											
AASF Report Card Grades	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Percentages	97%	95%	90%	87%	85%	80%	79%	78%	75%	70%	0-69%
Grade Point Average (GPA)	4.0	4.0	3.7	3.3 3.0 2.7 (High Honors and Principal's List=3.7+) (Honors and Honor Roll=3.3 – 3.69)			2.3	2.0	1.7	1.0	0

AASF students must meet standards of quality to pass High School courses. In order to receive unit credit for a class, a student must receive at least a D- (70%) for the semester or year, depending on the length of the class (most classes are viewed as full year classes, and a passing grade for the year must be attained in order for credit to be given.) If a student does not receive the minimum of a D- (70%), the semester report card will reflect the lack of achievement by showing the actual grade. No credit will be given for the class. In general, transcripts will also show the failing grade.

Teachers have the option of offering make-up work to students with a failing grade between 50% and 70%. The assignments to be made up and the amount of time allowed to complete this make-up work will be at the teacher's discretion. The maximum grade allowable for a course, which has been completed under this policy, will be a B- (80%).

Graduation Requirements

The AASF High School program is designed to be completed in four years. A minimum of 24 units, or credits, are required for graduation, and students must be enrolled in at least four core classes each semester, excluding P.E. and elective classes. (Seniors who have met certain graduation requirements may be allowed to take less than four core courses, with administrative approval.) Students in grades 9-11 must take at least seven courses each semester.

Seniors are required to take at least five courses. A minimum of 4 online courses must be completed through the University of Texas online program. The Texas Assessment of Knowledge and Skills (TAKS) exam is administered during 12th grade. Students must pass this TAKS exam to receive a diploma from the University of Texas High School. Seniors have 3 opportunities to pass the exam throughout their Senior year.

Minimum Requirements for Graduation

Course:	Full Years	AASF Credits	one credit = 1 year .5 credit = 1 semester
English	4	4	4 full years of English
Language	2	2	2 years in one language. Moroccans must take 2 years of Arabic.
Social Studies	3.5	3.5	3.5 full years of Social Studies; this must include .5 credit in American Government
Science	3	3	3 full years of science required.
Math	3	3	3 full years of Math
P.E.	1.5	1.5	One and a half years of PE; may be taken in semesters with administrative approval
Fine or Performing Arts	1	1	1 year in fine or performing arts classes; may be taken in semesters with administrative approval
Computer	1	1	Requirement may be met by taking a AASF computer course or by passing a school administered computer applications exam
Health	.5	.5	Half a year of health education required
Economics	.5	.5	Half a year of economics required
Speech	.5	.5	Half a year of speech education required
Electives	3.5	3.5	From a variety of classes offered
Total Minimum:	24		The total number of credits required for graduation is 24.

On Line, Off Campus, and Correspondence Coursework

Students will need to take four on line courses at AASF to complete their high school education.

- The student must have the advice and pre-approval of the high school administration for a particular course.
- In most cases, all tests must be proctored by a representative of AASF.

School administration will have sole responsibility for enrolling and ordering required materials. Parents will be responsible for paying the online registration and coursework fees to the University of Texas through the school. The fees must be paid to the school. In most cases, students will be assigned a supervisor who will oversee the student and help the student troubleshoot problems. In general, students may not take more than two courses simultaneously.

Students who have successfully followed the above process and who have concluded their coursework by the end of the school year will have the units credited to their transcript for that school year.

Report Cards

The High School Report Card is sent home for parental review and signature at the end of each grading cycle (i.e. every six weeks). End-of-year report cards are available for pick up approximately one week after the last day of school in June.

Student Code of Conduct

Please note that the student code of conduct as published in the General Student/Parent Handbook covers the basic aspects of the Student Discipline Policy at Amicitia American School of Fes and is applicable to every student from Maternelle to High school. For more details refer to the Appendix of this Handbook.

Classroom Rules and Procedures

Student behaviour will be monitored inside and outside of classrooms according to these expectations. However, individual teachers will add to and develop these into specific classroom sets of rules and procedures. These rules will be posted in classrooms and thoroughly discussed in classes in the beginning of the year. Following is an example of classroom rules and procedures you might find in the High school.

Language Arts Classroom Procedures

- ***What should I do when I arrive?*** Please arrive on time. Sit in your assigned seat and immediately begin working on the board assignment.
- ***What if I am tardy?*** The Amicitia Student Code of Conduct explains what you should do if you arrive at school late and the consequences for being late to class. If you are tardy, please enter the room silently and sign the tardy log. Quietly sit in your seat and begin working.
- ***What materials should be on my desk?***
 - Your pen or pencil
 - Your language arts binder/notebook
 - Daily handouts
 - All materials for other classes, purses, etc. should be neatly stored under your desk.
- ***Can I have my mobile phone in class?*** All electronic devices must be turned off and out of sight at school.
- ***How should I sit?*** Please face forward and sit straight.
- ***I would like to participate in the class discussion!*** Class participation is encouraged! Please make sure that your comments/questions are related to the topic of discussion. Raise your hand. I will do one of two things:
 - Call on you to share your comment/question.
 - Nod my head to acknowledge that I have seen you. I will call on you when I am finished speaking.
- ***What language may I speak in class?*** Please use English to communicate with me and with your classmates.
- ***May I go to the bathroom?***
 - With my permission, you may take the pass to use the bathroom.
 - You may raise your hand and ask to go the bathroom during individual or small group work time. Please do not interrupt me when I am speaking to the class.
 - Go to the bathroom quickly and return immediately to class. If this privilege is abused, you will not be permitted to leave the room during class for any reason.

- ***I am thirsty!*** Please bring a water bottle to class. Other beverages are not permitted.
- ***What do I do if I was absent?***
 - With advance notice, I will be happy to prepare assignments to be sent home with a brother, sister, neighbor, or parent.
 - Each day, I place extra worksheets are stored in folders in the back of the room. Check the folders for your class and for the day you were absent.
 - Please see me on the day you return to school to submit homework that was due while you were absent and to schedule a time to make up tests, quizzes, etc. It is your responsibility to make sure that your grade is not affected by your absence.
- ***My pen or pencil does not work!*** Please carry an extra pen or pencil. If you do not have one, please raise your pen or pencil in the air. I will silently lend you one for the remainder of class. However, this will negatively affect your citizenship grade.
- ***I finished an in-class assignment early. What do I do?*** Remain silent so as not to disturb your classmates. Re-read your work to make sure it is error-free. If you are uncertain of what to do, raise your hand. I will help you decide what to do next.
- ***I am having a discussion with my small group. Mrs. Mills has raised her hand in the air. What is happening?*** This is my way of telling people that it is time to be quiet and to listen to me. Please stop talking to your small group.
- ***Will we have homework?*** You can expect to have homework assignments regularly.
 - Please place it on your desk at the beginning of class. I will circulate to make sure it is finished.
 - Homework must be brought to class and completely finished in order to receive credit.
 - You are responsible for correcting your homework when we go over it in class.
 - I will collect homework from one or two people for each daily assignment. You are not going to know who this will be! I will grade this collected homework for accuracy.
- ***When may I leave to go to my next class?*** I will indicate when you may pack your belongings and may exit the language arts room. You will be dismissed when all trash is picked up from the floor and when all desks,

chairs, etc. are neatly organized. If you must go downstairs for your next class, you will form a single file line and descend the stairs when the hall monitor gives you permission to do so.

Science Classroom Rules

Work Hard

In order to get the most out of your science class it is important that you do all of your work to your best ability.

This includes, but is not limited to:

- Turning in assignments on time.
- Always speaking English.

Be Prepared

In order to get the most out of your science class it is important that you come to every class prepared to learn.

This includes, but is not limited to:

- Having all materials (pen, pencil, binder, textbook)
- Having done your assignments

Be Respectful

In order for the class to run smoothly, it must be a place where ideas can be expressed. A respectful environment is important for the teacher and students to work in.

This includes, but is not limited to:

- Raising your hand before you speak.
- No name-calling or mocking.

Be on Time

You cannot learn the material presented if you are not in class. The consequences for disobeying the rules will follow those found in the Amicitia Student Code of Conduct. The rewards will be verbal praise, good citizenship grades and a movie day at the end of the grading period for compliance.