

ST. JOSEPH OF CUPERTINO SCHOOL

MR. LEE'S CLASSROOM PROCEDURES

Welcome back to St. Joseph of Cupertino School! I am looking forward to having a great year working with you. The following list will provide you with information regarding my class expectations, rules, and procedures. These guidelines will allow us to learn, and have fun too!

GENERAL INFORMATION

Absences from class - if you are absent, it is your duty to get the notes, assignments, and daily problems, if applicable. The assignments will be listed online on the website. However, from time to time, assignments may not be posted; therefore, you will want to call a friend or have somebody pick up the assignments so you don't get behind. You will receive one day to make up your work for each day that you are absent.

Behavior - your behavior in class is expected to be in accordance with school policy and Mr. Lee's policy.

Classroom website - the classroom website has a multitude of information. Classroom procedure information, class syllabi, long-term schedules, and classroom supply lists, are all available in PDF format on-line. Homework assignments are also available on-line. All students and parents will be given a login and password to access grades and daily problems on-line. No login is needed to access homework.

Changing seating arrangements - we will often change seating arrangements in class. I assign seats randomly. Therefore, I ask that you try your best to adjust to your new seats. Sometimes in life you cannot always sit where you would like to sit or with the people with whom you would like to sit with. On very rare occasions, I will adjust your seat upon request. However, since we typically change seats every few weeks, I seldom grant this type of request.

Computer work - when you are using the computers, you are expected to work quietly on your own. Inappropriate use of computer time will result in a loss of computer privileges. When you are using the laptops from the mobile computer lab, you are expected to use extra care in handling these machines.

Disagreements - if you are not getting along with a classmate, please try to talk it out with him or her on your own. If this doesn't work, report the problem to me, and all parties involved will have a group discussion to find a solution.

Entering the room - when you enter the room, please go straight to your seat, get out necessary materials, and quietly begin working on the daily problem on the overhead projector, if applicable.

Extra help - I am available after school if anyone has questions or needs extra help. Please check with me before planning to stay after school, because occasionally I will have meetings, appointments, or other commitments. If I am unable to meet with you that day, we will work out another time that works for both of us.

Finishing class work - if you finish class work before the period ends, you may:

1. Help other students
2. Work on the current period's homework assignments
3. Work on other homework assignments or other projects and papers
4. Read a book

Grade sheets - after every major test a grade sheet will be sent home with you. The sheet is to be signed by a parent and brought back to me the next school day. The grade sheet is due when I collect it. If you turn in your grade sheet after I have collected grade sheets, it will be considered late. Failure to bring back a signed grade sheet on time will result in a 1-hour detention.

Group work - when working in groups you are expected to keep your voices low, work together on class work, help each other, share ideas, and keep each other focused and on task.

Helpers - every week, people will be chosen to do various classroom chores.

Homework - homework assignments will be written down on the white board or on the overhead projector during class. It is your responsibility to write the homework down in your assignment notebook. As a help to you and your parents, the assignments will also be posted on my website, which can be accessed through www.sjcschool.org. However, it is imperative that you understand that you are responsible for writing down the assignment in class. I am not responsible for technical glitches, down websites, or web pages that are not updated. Homework should be completed on loose-leaf 8-1/2" x 11" paper (following the example that is posted in the classroom) or on the actual worksheet.

Late assignments - assignments are considered late if they are not turned in when the assignment is collected. Work turned in after school or in between classes will not be accepted for full credit, so come to class prepared! Partial credit is given for late assignments; therefore, all late assignments should be turned in. Borderline grades will be raised at the end of a quarter only if all late assignments have been turned in.

On-line grades - you can now view a "snapshot" of your grades on-line. I use the word "snapshot" because grades are typically uploaded on a weekly basis on Friday. Grades are updated daily in my grade book, but will only be updated weekly on-line. You can check the upload date of an on-line grade sheet by looking near the top right of the content in your browser window.

To see your grade(s), go to www.sjcschool.org/mrlee and click "log in" at the top of the screen. For added security, the on-line grade sheets do not contain your name. Since names are not included, and on-line grades are updated only on a Friday; I cannot accept an online grade sheet in lieu of a grade sheet that I distribute in class. As you know, when I distribute grade sheets in class, the grade sheets have student names, and the grade sheet contains the most current grades available. The on-line version may not be as current.

For your parent's convenience, I have provided a password for both your father and mother. This way each parent can pick a password that each will remember. If you or your parents forget a password, please contact me so I can reset it. Unfortunately at this time, parents who have more

than one child enrolled in grades 6-8 will need to log in with different student userids to see each of their child's grades.

Playground/Recess equipment - you will be required to sign out any equipment that you want to use at recess. It is your job to return the equipment after recess. If you lose equipment please notify me. We will find a way to get the equipment back.

Questions - please feel free to ask questions. If you are confused, chances are you are not the only one. It is your duty to speak up. Use class time to get your questions answered, because your homework and assessments will be based on the concepts that we cover in class. There are no dumb questions! Furthermore, I am often available before and after school if you have any questions.

Resubmits - when an assignment that is unacceptable in appearance is turned in, points will be deducted. In addition, the paper will be returned to the student with "RESUBMIT" stamped on it. Initially, the score will be recorded as a zero. The paper must be redone and turned in within a week. If this task is completed, the grade will be changed; however it will not be worth full credit. If it is not turned back in, the grade will remain a zero. Therefore, it is imperative to return all of you assignments that are marked "RESUBMIT"

Returning assignments - all graded assignments will be passed back to you. Ordinarily most assignments are returned within a week; however, I reserve the option to hold on to assignments for longer. 8th graders will be given a mailbox. 8th graders will be responsible for emptying their mailbox daily. 7th and 6th graders will be given a hanging file folder. 7th and 6th graders are responsible for emptying their file folder weekly. Any material placed in your mailbox or file folder may be taken home at anytime.

Returning tests/quizzes - tests and quizzes will be returned no later than one week after the test/quiz date, unless they are essay tests; however, I reserve the option to hold on to tests/quizzes for longer. All math and religion tests and quizzes will be returned to you.

Substitute teachers - if we have a substitute teacher, all of Mr. Lee's classroom rules apply, as well as any other rules that the substitute teacher wishes to add. If you choose to behave poorly while I am away, a 1-hour detention will be issued from me when I return, no matter how the substitute dealt with your behavior. The severity of consequences doubles when misbehaving for a substitute teacher.

Test taking - there will be no talking during tests. If you have a question after the test has begun, raise your hand. Also, keep your eyes on your own paper at all times. If these rules are not followed, you will receive a zero on the test and your parents will be notified. Mr. Lee and Ms. Lyons will determine further consequences.

Uniform violation - if you are inappropriately dressed will be issued a Uniform Violation. The Uniform Violation is due the next school day and should be completed during recess and lunch on the day the violation is issued. You must number each statement and write legibly. Failure to complete your uniform violation will result in a 1-hour detention.

Uniforms/free dress - your uniform/free dress is expected to be in accordance with school policy. Your free dress still needs to adhere to the school policy for uniforms in terms of fit. For example, no baggy pants or too-short skirts are to be worn, even if it is a free dress day. Those who are inappropriately dressed will be issued a Uniform Violation. The cold weather regulations such as no shorts also apply to free dress in the cold weather uniform season.

Waiting outside the classroom - if you have to wait outside the classroom for any reason, please stand quietly in two lines (i.e. a boy line and a girl line) until you are allowed into the classroom.

CLASSROOM RULES

1. Show respect to other people and their property
2. Bring all needed materials to class
3. Be in your seats and ready to begin as soon as possible when entering the classroom
4. Keep your hands, feet, and objects to yourselves
5. Speak at appropriate times using appropriate voices

CONSEQUENCES

If you choose to break a rule, the following consequences will be applied:

First Offense Verbal Warning - you will be given a warning reminding you that your next offense will make you leave the classroom.

Second Offense Bench - you will sit outside on the bench until I have a chance to talk to you about your behavior.

Third Offense Detention - again, you will sit outside on the bench until I have a chance to talk to you about your behavior and you will receive a 1-hour detention.

Fourth Offense Principal's Office - you will be sent to the Principal's Office.

If behavior is severely inappropriate, steps may be skipped

GRADE SCALE

A	100 - 96	B-	84 - 82	D+	69 - 67
A-	95 - 92	C+	81 - 78	D	66 - 64
B+	91 - 89	C	77 - 74	D-	63 - 60
B	88 - 85	C-	73 - 70	F	59 - 0