

**Mrs. Reimer**  
**Sociology**  
**CLASSROOM MANAGEMENT PLAN AND GRADING POLICY**

I. **PURPOSE:** To acquaint students and their parents and/or guardians with Mrs. Reimer's policies and expectations. It is hoped that a mutual understanding of these policies will produce a successful classroom experience.

II. **CLASSROOM RULES**

The following rules will be posted in the classroom. These are the "Laws of the Land." Students will be expected to be respectful of the teacher, classmates, and any classroom guests.

1. Arrive on time, alert, prepared.
2. Questions? Comments? Discussion? Disagreement? Respectfully!
3. Cooperation? Participation? Peer Instruction? Yes!
4. Self-responsible learning! **Be professional!**
5. Challenged? Stuck? **GROW**, don't gripe.

Because of the nature of this course, there are additional requirements from all of us. This is a "safe classroom." I encourage you to take risks, share ideas and stories appropriate to the class. **Respect is very important in this class.** All students have the right to express their own ideas, and all students' ideas are to be heard and treated respectfully. We all need to be held accountable to this principle during our discussions.

In addition to the above, the following class etiquette is to be observed:

- 1) FOOD AND DRINK ARE NOT ALLOWED IN THE CLASSROOM. FEAST ON YOUR OWN TIME. (WATER IS ACCEPTABLE)
- 2) CELL PHONES AND ELECTRONIC DEVICES ARE NOT TO BE USED WITHOUT EXPLICIT PERMISSION.
- 3) YOU WILL HAVE 3 RESTROOM PASSES PER SEMESTER. UNUSED BATHROOM PASSES WILL BE REWARDED AT THE END OF EACH SEMESTER FOR 5 POINTS EACH. POINTS WILL BE ADDED TO 2<sup>ND</sup> AND 4<sup>TH</sup> QUARTER RESPECTIVELY.

III. **NOTEBOOKS AND HOMEWORK**

**A. NOTEBOOKS:** Students will be required to keep an Interactive Student Notebook containing class work and homework. It will be kept **in a college ruled, spiral notebook**. The Notebook will be collected periodically for grading. The Notebook should be brought with you each day to class and kept throughout the year. Specific instructions on how to keep the Notebook will be given.

**B. HOMEWORK:** Because this is an elective, most assignments and work will be done in class. However, there will be homework assigned periodically to prepare for class discussions and projects. I do not assign busy work. Homework is designed to either a) introduce you to a topic or b) deepen your understanding of a topic. It has been my experience that those

students who faithfully complete their homework are usually the students that receive the best grades.

**\*Assignments are due at the beginning of the period.**

C. **CLASSWORK/GROUPWORK:** Students will be asked to complete work in class for evaluation. Students will also be asked to work in groups. For larger assignments, students will be asked to fill out a “Group Evaluation Sheet” in which students evaluate the participation of other members of their group as well as the group’s success. These comments will be closely scrutinized and reflected in the student’s grade, which will be assessed by the teacher.

D. **REQUIRED MATERIALS:** Students are required to bring the following materials to class every day unless otherwise specified by the teacher:

- 1) Interactive Student Notebook (spiral, college ruled. See A above)
- 2) Pen(s) (blue or black ink only) and #2 Pencil(s).
- 3) Textbook
- 4) Scotch tape
- 5) Lined Paper

Highlighters and colored pencils may come in handy, but are optional.

#### **IV. ATTENDANCE:**

Regular attendance is essential for success in this class. Learning is a participatory sport. If you are not present, you cannot participate, and you miss an opportunity to learn.

##### **E. MAKE-UP WORK:**

-Students who are absent due to field trips, athletics or other school-approved activity must check with the teacher before departure and complete work prior to the absence. This includes tests/quizzes (if applicable)\*

-No work can be made up if the absence is due to truancy and/or suspension.

It is the **student’s responsibility** to obtain the work missed while absent. All absences must be excused in order to obtain make-up work, turn in previous homework, or to arrange to make up a test. Homework due on the day of an absence is due on the day of the student’s return. Students have as many days available to make up work, as they were absent. For example, if a student is absent 2 class sessions, she/he will have two sessions to make it up after she/he returned. **Notice that the ‘day counter’ starts when the student returns, NOT WHEN THE STUDENT REQUESTS THE WORK!**

**I do not consider it my responsibility to make sure that students who are absent receive make-up work until after the student has**

**requested it from me. Also, it is the student's responsibility to request an appropriate time to make up a quiz\* on the day the student returns to school.**

**LATE WORK:** Late work will be accepted, but 20 % will be deducted for each day late. However, as an added incentive to turn in all assignments on time, students will receive a 1.5% grade bonus added on to their entire semester grade if they turn in **all assignments throughout the semester on time.**

#### **F. EXTRA CREDIT**

Generally, I do not assign extra credit. Students are expected to complete all required work, etc. that is assigned to earn their grade. **I will not create extra credit opportunities for students who fail to complete the required work in the first place.** There may be extra credit opportunities, but they will be available to the class as a whole, not for individuals seeking make up points.

#### **V. GRADING POLICY:**

Grades will be based on the following scale for the quarter and the semester.

A = 90%-100% of possible points

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 0%-59%

You are graded on all quizzes, homework, class work, essays, projects, and participation.

Students will receive 2 points a day for participation (approximately 80 points a quarter). If a student is tardy or truant, she/he will lose all participation points for the day. THESE POINTS MAY NOT BE MADE UP. Any disruptive behavior during class will also result in a loss of participation points. Good participation includes being on time with all necessary materials, staying on task throughout the period, being respectful to teachers and classmates, and contributing positively to the atmosphere of the class.

-Final evaluations may be in the form of portfolios, major projects/presentations, or exams, which will be weighted much like a unit test **OR** they may be cumulative exams, in which case the point value will be worth more than a unit test (students will be given ample notice if this is the case). These grades will be averaged into the second quarter during the first semester and the fourth quarter during the second semester.

**\*Because of the opportunity to earn a bonus percentage, grades will not be rounded.**

#### **VI. A word about cheating**

It is unfortunate that I would have to address this issue. Cheating is a major offense. If one decided to cheat in college, that person could be dismissed from the university. I encourage students to work together. However, one learns little by copying the work of another.

For purposes of this class, cheating is defined as the following: using cheat notes, looking onto someone else's paper during tests or quizzes, turning in someone else's work (plagiarism), or not properly sourcing ideas or arguments (also plagiarism).

A first offense will result in the student receiving a zero on the test, quiz, or assignment and parent contact by the teacher. A second offense will result in a referral to the Vice Principal and a note made in the student's record.

Conduct yourself in an academically responsible manner.

**VII. Mrs. Reimer's tips for success**

1. As you can see, make up work and make up tests/quizzes are added stresses. Avoid them! Come to school each day, on time, and prepared to work. Make life easier for yourself.
2. Be considerate and respectful to your classmates and your teachers. What goes around comes around.
3. Be a responsible student and citizen. Turn in work that reflects your best effort.

**Please sign below to indicate an understanding of my policies.**

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**Student Signature**

**Student Name (please print)**

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**Parent/Guardian Signature**

**Parent/Guardian Name (please print)**