

10th GRADE POLICIES & PROCEDURES

The following policies have been created and will be enforced by **all** 10th grade teachers. Please hold on to this sheet as a reference point throughout the school year.

LATE WORK

- Late or incomplete work will be accepted after the assigned due date dependent upon the assignment and teacher's discretion. We recognize that frustrations may block work habits and unfortunate circumstances enter our lives; however we will not tolerate apathetic and indolent behaviors. It is important to discuss frustrations and obstacles with your teacher prior to the due date.
 - All late or incomplete assignments will be entered as zeros in the grade book until submitted/graded.
 - The following are irreversible grades:
 - Habit of Mind: Accountability/Quality will be reduced to an incomplete grade of less than 2.
 - Assignments not received after hard deadline (determined by teacher) will receive an irreversible zero.
 - Students developing patterns or consistencies in late or incomplete work will meet with teachers to discuss solutions and methods to improve accountability habits. (see "Grade Level Intervention")
 - Following "Grade Level Intervention", students who continue to show little to no improvement in accountability habits will be referred to administration as an act of defiance.

VENDING MACHINE USAGE

- Students will not be permitted to use the vending machines during instructional time. We recognize that our students are growing young men and women with equally growing appetites. Students will not sacrifice instructional time. Students may purchase any items during your passing period or lunch. Standing line for the vending machine is not an excusable tardy.
 - If students ask to go to the "bathroom" or "printer" and come back with vending machine food, the food will be thrown away immediately. This is a deceitful act, abuses privileges and threatens the trust bond between student and teacher.
 - Students who continue to abuse this privilege across the grade level will not be permitted outside the classroom until an action plan is discussed with parent/guardian.
 - Following the parent/guardian meeting, students who continue to show little to no improvement will be referred to administration as an act of deceit and cheating.

ELECTRONICS:

- The use of cell phones or electronic devices will not be permitted during instructional time. They are to be shut off, put on vibrate, or silent mode. Cell phones and electronic devices should be put away and out of sight during instructional time; if they are visible or heard they will be taken. We respect the necessity of communication among family; however instructional time is valuable in developing academic growth and efficiency. If there is an emergency or important message, the front office takes every call with due diligence to deliver to the appropriate student.
 - Following the first collection, student may collect cell phone and/or electronic device at the end of the school day.
 - Following the second collection, student's parent/guardian will need to collect electronic device from principal's office.
 - Following the third collection, student will be referred to administration as act of defiance.
- Dependent upon the assignment and teacher's discretion, students may use cell phones and/or electronic devices during independent work time. This is a privilege, not a right. It is vital that students respect the sanctity of this privilege and continue to use independent work time as a productive period in the normal

school day. Abuse of the privilege will ultimately result in its loss. Students will receive *privilege cards* to access this privilege in every tenth grade class.

- *Privilege cards* are the student's sole responsibility. Losing or destroying the card omits student from privilege.
- During independent work time, a student may request to access this privilege. If approved, teacher will collect *privilege card* for the duration of independent work time.
 - If a student abuses cell phone and/or electronic device privilege, the *privilege card* and device will be collected. The *privilege card* will be returned pending a discussion with grade level teaching team.
 - At the end of the class period, it is the student's responsibility to collect their *privilege card* from the teacher. If forgotten, the student may collect their card during a passing period, lunch or after school. Students will not be permitted to leave instructional time to collect their *privilege cards*.
- If a Student uses their cell phone and/or electronic device without teacher approval, device will be collected and handled accordingly.

ABSENCE PROTOCOL

- If you are absent, you have the same amount of days to make up any work you missed. It is the student's responsibility to speak with teacher to attain missed work.
- Students must access the teacher's DP for missing work/assignments or discuss missing work before the next class period with that teacher during lunch or office hours.
- If you are absent the day of a quiz or exam, you must take it the day you return. (Ex: if you are absent for a test on Tuesday, you must make it up before or after school on Wednesday).
- Patterned tardies/absences will be referred to administration.

GRADE LEVEL INTERVENTION

- The following behaviors constitute a mandatory grade level intervention meeting:
 - Missing/Incomplete assignments
 - Disruptive behavior
 - Academic dishonesty
 - Failure to make up/retake a quiz or exam
- If a student is not present for their grade level intervention meeting appointment time, a second meeting will be appointed. Following the second missed appointment, a meeting will be scheduled with parent/guardian.
- During meeting student will discuss habits with grade level team. Following discussion, grade level team and student will:
 - Develop an action plan for growth
 - Choose a teacher as a mentor who will continue to support student in all subject areas
 - Create a schedule for tutoring and/or check-ins
- If a student does not show growth or continues habits without change, a follow up meeting will be scheduled with student, grade level team, and parent or guardian. In this meeting, grade level team, parent or guardian, and student will:
 - Present mentor observations
 - Present log of scheduled tutoring and/or check-ins
 - Present developed action plan and create revisions
- Following the second meeting, if a student continues habits without change, a follow up meeting will be referred to administration for further action.

I have read and understand all policies and protocols of the tenth grade. As a student, I take full responsibility for my actions and choices.

Student Name

Date

Student Signature

I have read and understand all policies and protocols of the tenth grade. As a parent/guardian, I will support and encourage my student to make responsible and appropriate choices.

Parent Name

Date

Parent Signature