

Place this in the front of your notebook and keep it there all year!

Name \_\_\_\_\_  
Date \_\_\_\_\_  
Period \_\_\_\_\_

**Grading Policies and Classroom Procedures**  
**Grade Comprehensive Science**  
**Mr. Darby**  
**2015-2016 School Year**

Welcome to the eighth grade and comprehensive science class. This year we will explore life, Earth/space and physical sciences to provide you with a better understanding of the world in which we live. **Please share the following information with your parents, have them sign the last page and return it to me.** The information in this packet will be the first item in your notebook; therefore, you must bring the packet back as well. I reserve the right to modify the policies and procedures outlined in this document as necessary. Students will be provided with ample notice of any such changes.

**Grading Policy**

Assignments will fall into one of three categories (diagnostic, formative, summative) and each category will account for a specific percentage of the student's overall grade. At the end of the grading period the student's overall average will be compared to the Volusia County grading scale to determine the student's letter grade for that marking period. The assignment categories and percentages along with the Volusia County grading scale are as follows:

<b>Assignment Categories</b>	<b>Percentages</b>
<b>Diagnostic</b>	<b>0</b>
<b>Formative</b>	<b>40</b>
<b>Summative</b>	<b>60</b>

<b>Volusia County Grading Scale</b>	
<b>Percentage</b>	<b>Letter Grade</b>
<b>90 – 100</b>	<b>A</b>
<b>80 – 89</b>	<b>B</b>
<b>70 – 79</b>	<b>C</b>
<b>60 – 69</b>	<b>D</b>
<b>0 – 59</b>	<b>F</b>

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### **Class Conduct**

All students are expected to participate and exhibit appropriate behavior during class. This includes following all school and classroom specific policies including expectations with regard to safety guidelines (e.g., wearing close-toed shoes) that must be adhered to at all times as we do not have separate classroom and laboratory facilities. Infractions will be tracked and disciplinary action taken as deemed necessary by the instructor. This may include but not be limited to a drop in the conduct grade on report cards and/or midterm reports which will place honor roll recognition in jeopardy.

### **Format for Written Work**

All work turned in should be formatted as follows and **in pencil** not pen in order to receive credit. Student name (first and last), date, class period and the underlined title of the assignment should all be **neatly** written in the **upper right** hand corner of the paper. This information should be included on each page of the assignment whether staples are used or not. *Any work turned in which does not follow these guidelines will receive **NO credit at teacher discretion.***

#### **Example:**

Student Name \_\_\_\_\_  
Date \_\_\_\_\_  
Period \_\_\_\_\_  
Title of Assignment

### **Turning In and Receiving Assignments Back**

Any work turned in must be numbered correctly. For instance, if a vocabulary assignment contains fifteen words, then each word must be numbered 1 through 15. Likewise, if an assignment has ten questions to be answered, then each question must be numbered 1 through 10. Any assignment not collected during class due to an absence or other extenuating circumstance must be placed in the basket labeled “Classwork / Homework.” *No credit* will be given for any assignment left on a student’s desk or anywhere else in the classroom. Graded assignments will be returned during class periodically or may be collected by the student from the class specific graded assignment bin and should be placed in your notebook in numerical order according to the table of contents.

### **Formative: Classwork / Homework**

Any assignment started in class but not finished automatically becomes a homework assignment. Homework is always due the next day at the beginning of class unless stated otherwise.

### **Late Assignments / Make-up Work**

Any student who has an excused absence has one day for each day absent to make up missed assignments. It is the student’s responsibility to get his or her make-up assignments from the make-up notebook on the counter in the back of the classroom. If a missed assignment requires a worksheet please check the hanging file bin or if you have questions about an assignment please ask. Assignments turned in late will be given no

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credit. However, exceptions will be considered on an individual basis and the decision of the teacher is final.

### Tardies

Any student not in his or her assigned seat when the bell rings and class begins will be counted tardy. Students not seated in their assigned seat may be counted as absent for the day. On the third tardy and each tardy after that the student may be referred for disciplinary action. Classroom detention may also be assigned at teacher discretion.

### Summative: Tests/Quizzes

Tests and quizzes will be given periodically during each nine-week grading period. If the student is not in class the day a test or quiz is given then the student should be ready to make up the test or quiz on the day he or she returns to class. However, if the student is absent multiple days before a test or quiz is given and has excused absences, that student may have one day for each day absent to make up any missed tests or quizzes. Any test or quiz not made up will be recorded in the grade book as a zero. The student is responsible for making up any class work missed while taking a makeup test or quiz.

Each student will be provided with a single opportunity each term to retake one test on which he or she scored less than 70%. A written remediation plan detailing what the student knew well and areas where he/she struggled along with new Cornell notes or other written proof of remediation will be required before re-testing can occur. The score earned on the test retake will be what is recorded in the gradebook.

### Notebooks

Each student will have a three-prong pocket folder for each grading period (AVID exception), which will serve as his or her science notebook. The science notebook should be organized as follows.

1. The first item in the science notebook should be this policies and procedures packet. (*Tab labeled Policies/Procedures*)
2. The second item in the notebook should be the Table of Contents. It will contain both a numerical and chronological listing of all the assignments for the grading period. (*Tab labeled TOC/Assignments*)
3. Next, the notebook contents (returned assignments) are to be numbered in the upper left hand corner according to the number assigned on the table of contents. Assignment pages must be in sequential order to be considered part of the notebook. If a particular assignment is kept by the teacher, the student should place a blank piece of paper in his or her notebook where that assignment belongs listing the title of the assignment and the number of points earned.
4. The last section of the notebook should be used for notes and other diagnostic assignments. (*Tab labeled Notes*)
5. Notebook checks will occur periodically during each grading period, at the teacher's discretion, and will count as quiz grades.

### Textbooks

Students are required to bring their textbooks to class every day.

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## **Classroom Procedures**

### *Appropriate classroom behavior*

1. Be in your assigned seat when the door closes and class begins.
2. Record the daily assignments from the board into your planner.
3. Show respect for others in both your language and actions.
4. Follow directions the first time given.
5. Request permission before getting out of your seat.
6. Know and follow all school rules.

*Consequences for unacceptable behavior* (some levels of consequences may be skipped as deemed appropriate due to severity of student behavior)

1. A verbal warning will be given.
2. A note sent home in planner or on grade report for parent/guardian signature, email or parent phone call/conference.
3. A disciplinary referral to the assistant principal's office.

## **Conduct Expectations**

1. Have paper and sharpened pencils to begin class. Pencils may be sharpened during class only after a nonverbal request has been made and granted.
2. Keep waste paper until the end of class and place in the wastebasket on the way out of the room.
3. No eating, drinking, grooming or application of cosmetics is to be done during class time. Any student violating these guidelines will have the items in question confiscated and disposed of appropriately.
4. Work that is copied from another student will result in a zero for all students involved.
5. Notes written or passed during class will be seized, posted for public viewing (at the discretion of the teacher) and then placed into the offending student's file.
6. Work done in science for another subject will be confiscated and disposed off unless permission is obtained first.
7. Request and receive permission before speaking or getting out seats during class.
8. Display appropriate classroom behavior at all times.
9. **The use of electronic devices in class is prohibited. School Board policy states that all phones must be turned off and out of view during the school day.** Any student violating this policy is subject to a range of disciplinary action up to suspension from school and/or confiscation of the device in question.

## **Supplies needed for class**

- Three-prong pocket folders (total of four)
- Dividers with tabs for notebook (total of three)
- #2 Pencils (no pens)
- Highlighters (four or five different colors)
- Colored pencils
- Other items may be required for class activities/labs or science fair projects throughout the year; however, ample notice will be given for these items.

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Grade Curriculum Map										
2015-2016										
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9		
Get Ready, Get Set, GO DO SCIENCE!		SMT 1	Atomic Theory and Periodic Table			DIAS	Compounds and Mixtures		DIAS	
Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	
Properties of Matter			DIAS	Matter Cycles		SMT 2	Matter Cycles		DIAS	
Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28		
The Universe				DIAS	The Solar System				DIAS	
Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36			
FCAT Review		FCAT Administration			Transition to High School					
<ul style="list-style-type: none"> <li>DIAS (District Interim Assessment Science) are content-specific tests developed by the district and teacher committees to aid in student progress monitoring.</li> <li>Weeks 37-39 are set aside for course review and EOC administration.</li> <li><i>Timelines in this curriculum map are a general guideline and may be adjusted as deemed appropriate by the instructor.</i></li> </ul>										

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The class website pictured below has a variety of resources available to help you be successful. Visit frequently to access your Assignments Calendar, Flipped Lesson Materials and Organizational/Study Skills links. In addition, you will find Science Fair and Audio Visual resources along with the course Policies and Procedures, Curriculum Map, Science News and AVID information.

The website may be accessed at the following URL:

[www.darbyscience.weebly.com](http://www.darbyscience.weebly.com)

**Comprehensive Science  
River Springs Middle School  
Mr. Darby**

<ul style="list-style-type: none"><li>Homepage ▶</li><li>Policies and Procedures</li><li>Assignments Calendar</li><li>Flipped Lesson Materials</li><li>Audio/Visual Resources</li><li>Organizational / Study Skills</li><li>Science Fair Resources</li><li>VCS Student Links</li><li>AVID</li><li>Science News</li><li>Games</li><li>Science Tools</li><li>Curriculum Maps</li></ul>	 <p>Blue Tongued Lizard from Australia</p>	<p><b>Welcome to the 2015-2016 school year!</b></p> <p>Please use the resources located on this site to assist you in our efforts to have a productive and successful learning experience this year.</p> <p>Regards, Mr. Darby</p>
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Dear Parents,

This packet outlines the basic policies and procedures for our class. It is my desire that your child be successful in science class this year. If we all start out with a clear understanding of grading policies and procedures then it will be easy for all of us to work together to achieve that goal.

If you have any questions about the information listed in this packet please call me at River Springs Middle School 968-0011 or contact me via email at the following address: [jmdarby@volusia.k12.fl.us](mailto:jmdarby@volusia.k12.fl.us). I will be happy to speak with you if available or I will return your call as soon as possible. Please leave telephone numbers where you may be reached before 4:30 pm or an email address if you prefer.

The best way to keep track of your child's progress is to check their notebook, planner and the online Gradebook on a regular basis. All graded assignments are listed in the Gradebook and on the notebook table of contents. If your child is missing an assignment that is listed either in the Gradebook or on the table of contents he or she most likely did not complete or turn it in. Likewise, students should be listing their assignments in their planners on a daily basis.

Please sign and date the bottom of this page if you have read and understand the policies and procedures for Mr. Darby's science class for the 2015-2016 school year. Your child should return this page within one week of the beginning of the school year. The signature page will be kept on file and the policies and procedures packet will be the first item in your child's science notebook. This will make it easily accessible for future reference.

Again, I look forward to working with you in our common goal of helping your child have a successful school year.

Sincerely,

John Darby

\_\_\_\_\_  
(Student Name – Please Print)

\_\_\_\_\_  
(Parent/Guardian Name – Please Print)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(ALPHA ID)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Work Phone Number)

\_\_\_\_\_  
(email address)