Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**KEEP IN YOUR BINDER UNTIL JUNE 2019**

**Ms. Ramil’s Academic Procedures**

**What happens if I don’t do my homework?** Parents will be notified of every missed homework assignment via a “No Homework Slip” if the student has not turned it in the following week. A parent signature will verify knowledge of the missing assignment. The following school day, the student must return the form or immediate parent phone call will be made. The assignment can’t be made up and you will no longer qualify to do an extra credit project at the end of the grading period. You may still do extra credit on daily assignments. *This rule is for students who may get overwhelmed with make-up work.*

**How long do I have to make up absent work?-** If you are absent for 2 days you have 2 days make up the work. Example: if you were absent on Monday and Tuesday (2 days), you return on Wednesday (grace day-to get the missed assignments from Ms. Ramil’s planner, a friend, or the Schoolloop website), you have Thursday and Friday (2 days) to complete the assignments. Since you have the entire day of Friday to complete missed assignments, they aren’t due until the following Monday. In addition to your regular nightly homework when you return, you must also complete the missed classroom AND homework assignments for every day you were absent. If you must miss my class I recommend doing the weekly assignments (spelling, chapter section in social studies text, and IR), checking the homework website, and having a friend pick up worksheets while you’re absent. *This timeline is for students who have trouble making up absent work.*

**How do I find out what my assignments I missed?**

1. Copy Ms. Ramil’s planner into your planner (located in TA’s desk).
2. Get handouts from big drawer (located below the whiteboards).
3. Do the assignments or schedule lessons with Ms. Ramils (if necessary).
4. Self-correct/score assignments before or after school.
5. Turn in completed assignments to “Absent Folder” (located in TA’s desk) to be recorded.

**Is there extra credit in this class? –** Yes, there are three types of extra credit. The first type is usually a project requested towards the end of the trimester. Only those students who do not have any zeros for the entire trimester may do an extra credit project. NO ZEROs. If you qualify to turn in an extra credit project, see me to discuss your project ideas. *This opportunity is for students who have made an honest attempt to do every assignment and are still below passing.*

**What is another way to earn extra points?** Although, you don’t qualify to do a project, extra credit points can still be earned on most in-class and homework assignments. Weekly opportunities in Language Arts are daily “Quick Writes”. In social studies, daily opportunities include participation. These assignments can earn only 3-5 points of extra credit each, so if you really need to improve your grade this must be a consistent effort for at least 2 weeks to really make a significant change in a student’s grade It is important to check your grade weekly and to know when the end of the grading period is. . *This opportunity is for students who have a problem with consistency or planning but would like to raise their overall grade.*

**What is the last way to earn extra credit?** Extra credit points can be earned bybeing organized and prepared early. I will walk around and stamp (extra credit) any assignment that you have out early. This means each assignment is neatly fanned out on your desk, but out of your work area. Early means before we’ve reached that item on the agenda. If you’re worried I may be missing you, you may quietly hold up the next assignment to demonstrate that you are prepared. *This opportunity is for students who may be spending much of their class time waiting for other students.*

**What if you did an assignment and schoolloop records a zero?**

1st-check the no-name file. Write your name and turn it into the “folder”.

2ndt- Check your file. Write a score on the top and turn it into the “folder”.

3rd- Check your class’ set of the assignment. Turn it into the “folder”.

4th-If it is in your binder your didn’t turn it in on time. See Ms. Ramil