

CLASS PROCEDURES (Ver 22) RLI

1. NO: SMARTPHONES, HATS, HEADPHONES, or VIDEOGAMES should not be used during class time.

2. DRESS CODE

Students must dress in accordance with the Doral Academy dress code.

3. EXCESSIVE ABSENCES Students accumulating 10 or more hours of unexcused absences may have grades or credit withheld. Submit excuses to the school website at:

<https://secure.educationalnetworks.net/apps/s/index.jsp?ech=www.doralacademyprep.org&f=20107>.

NOTE: Leaving class early is UNEXCUSED until proper documentation is submitted.

4. NO PASSES FROM CLASS WILL BE ISSUED. You are expected to be visible for the entire class period.

5. YOUR FACE MUST BE VISIBLE AT ALL TIMES DURING CLASS.

Arrange with the school if you need a camera that works.

6. YOUR NOTEBOOK AND TEXTBOOK SHOULD BE OPEN (and visible) ON YOUR DESK .

7. FORMAT FOR INFORMATION HEADER FOR ALL

ASSIGNMENTS In order to receive proper credit, all assignments must have a header in the top right hand corner of every assignment with the following information. Period-School (1-3029,2-6030,3-7009,4-7020), Class ID (assigned in class), name, date, ALL information from the Gradebook (including the assignment number) and your Buddy's name. Papers without complete headers will not receive credit. **Incomplete header means automatic 5-10 pt deduction!**

Put your header on the top of **THIS** page right now.

3-1
#18
Rivero, John
August 20, 2018
#1:Class Procedures
Buddy: Joe S.

FILE NAME: 3118RIVERO_JOHN_1_CLASS_PROCEDURES

8. SUPPLIES

Each student **MUST** bring all necessary supplies to class each day. Required supplies include: A 3-ring binder, pencil case, paper, pen/pencil, calculator(math), and a COVERED textbook. A three-hole punch is also very useful. There will be periodic checks of these items.

9. FORMS

Many forms for class are available at <http://www.springssoft.com/downloads.htm>

10. TEXT BOOK

Each student will fill out a STUDENT INFORMATION SHEET (SIS) and then be issued a textbook. Students will be charged for excessive wear or lost textbooks. Students returning textbooks with missing, damaged or incorrect ID labels will be charged the full price of the book. **BE SURE** to exchange returned textbooks for the SIS when exiting the class to prevent lost textbook charges.

11. NOTEBOOK (THIS IS IMPORTANT)

A complete notebook is a very important part of each student's grade. See notebook guidelines.

__12. PARENT VIEWER (PV)/ GRADE REPORTS

The school provides a website with a record of all grades for your child. **EVERY MONDAY**, each student will submit the following package. **1) PV – 10pts 2) Parent Signature – 50 pts 3) Journals - 40 pts.** The PV should be stored in the Homework section of the notebook. Use a PV scoring slip.

__13 IN-BOX

All work should be placed in the proper IN-BOX on Moodle by the due date. Once the IN-BOX is closed work will be considered LATE and be subject to a 5-10 point grade reduction.

__14. CLASSROOM BUDDY (IMPORTANT!)

Each student will choose a classroom buddy. In case of a missed class,

__15. SUBMITTING LATE/UNRECORDED ASSIGNMENTS

Students are responsible for **ALL** assignments, even when absent or on a field trip. In-class assignments and tests will be made up **AFTER** school hours and must be completed within 3 school days for complete credit. To submit, print a copy of the Parent Viewer, highlight the missing assignment(s), and place in the IN-BOX. **REMEMBER: A + F = F!**

__16. EXTRA CREDIT

Extra credit assignments will be given periodically during the year. Students should make an effort to submit extra credit assignments. Don't wait until the end of a marking period to worry about your grade

__17. EMERGENCY CONTACT NUMBER

Please supply a day-time telephone number for emergency contact during class time. Many discipline problems can be handled with a phone call instead of a formal report to the office.

__18. EMAIL

Each **parent and student** should send me an e-mail from their email account to skoski@doralacademyprep.org .
SUBJECT LINE **STUDENT: S_0103#06JONES,BETSY PARENT P_0103#06JONES,BETSY (no spaces).**
Please include your name and phone number in the BODY of the message.

__19. A Copy of this form should be retained by the parents and another copy should be stored in the student notebook in the REFERENCE section.

We have read and understood these rules and grading procedures and will abide by them. If there are any problems or concerns we will contact Mr. Koski at 305-591-0020 or skoski@doralacademyprep.org Please initial all 19 points

_____ PRINT Name (Student)	_____ Signature		
_____ PRINT Name (Par/Guard)	_____ Signature	_____ Class Time	_____ Daytime Phone
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