

**STANDARD POLICIES AND PROCEDURES WITHIN THE
MCCULLOUGH JUNIOR HIGH LANGUAGE ARTS DEPARTMENT
2019-2020**

This handout is meant to provide information to parents and students about the standard policies and procedures that apply to all classrooms within the McCullough Junior High School Language Arts Department. Parents and students should read this carefully, and keep it handy to serve as a reference throughout the school year. Please also complete the attached signature page for students to return to their language arts teacher.

Standard Classroom Procedures

- Be on time, and be seated with all of your materials. You are to have already started the warm-up or other teacher directed "class opener" when the tardy bell rings. You are tardy if you are not seated in your assigned desk at the time of the tardy bell.
- Bring the necessary materials to class with you, including your class novel and outside reading book, every single day. Failure to bring the proper supplies or materials may result in a referral to administration.
- You may not chew gum anywhere on McCullough property. Failure to comply with this guideline will result in an immediate referral to administration.
- Students are responsible for keeping all assignments and graded work each nine weeks. Work should not be discarded until you are told to do so, as the graded work is the only proof you will have should an error in grading occur.
- Students should keep all materials (including handouts) which they are given unless told otherwise by their teacher. In many cases, students will need the items in order to prepare for semester finals, for additional assignments, and as a reference throughout the school year.
- The bell at the end of a class period is the signal for the teacher to end class. In most instances, teachers will attempt to close instruction just prior to the bell so that students have a full passing period to get to the next class. There may be, however, instances where instruction goes right up to the bell. Please be reminded that, at all times, the teacher will dismiss students from class, not the bell.
- The heading for all assignments is standardized at McCullough Junior High. Points may be deducted if an assignment is turned in without the standard heading in the top right hand corner of the paper as follows:
 - Student Full Name
 - Class Information
 - Date

Independent Student Reading

Developing life-long readers is one of many goals for the Language Arts Department; therefore, students are always encouraged to take part in independent reading, sometimes referred to as SURF reading, for enjoyment and for skill development. Beginning this year, independent reading of self-selected books is now a state mandate. As such, the school district has provided each CISD language arts teacher with a

sizeable classroom library from numerous publishers. Now students will have quick access to a wide variety of novels in between their bi-weekly class visits to the school library. Like the school library, books must be checked out from the classroom library.

With thousands of books to choose from between the school and classroom libraries, parents/guardians are urged to communicate with their child regarding their novel selection. If you are okay with your child's novel choice, so is your child's teacher. If you are not, communicate this to your child so that they will know to return the book to the school or classroom library and select a new one.

McC Grading Policy

- Three Categories of Grades
 - Major – Teams classify assessments that are considered major grades. Examples could be Tests, Projects, Concerts, Essays, Timed Writing, Performances, Presentations, Labs, or other long-term assignments that are considered a significant value of the total grade for the course.
 - Quiz – Teams classify assessments that are considered formative check points. Examples could be labs, sketchbooks, presentations, rough drafts, or quizzes.
 - Daily – Teams classify assignments that are considered daily work. Examples could be homework, classwork, or anything else that does not fit into Major or Quiz categories.
- McCullough Junior High uses the following standardized grading formula:
 - Tests and Major Assignments = 60% of the average
 - Quizzes = 20% of the average
 - Daily grades and Other = 20% of the average
 - No extra-credit work or "second chances" on assignments/tests are given
- Retest Policy
 - Due to the nature of some assignments and lab practicals, teachers can limit what items can be offered for retakes.
 - It is expected that test retakes will occur before the school day begins.
 - The re-assessment may be administered at any time during the nine weeks. If an assessment should fall on the last day of the marking period, the student will have a maximum of five school days to retake this assessment in order to satisfy UIL eligibility.
 - If a student is caught cheating on a test, they will receive a 0 and a re-assessment for that test is not permitted.
 - There are no retakes on semester exams.
 - Tutorials may be required when the individual test grade falls below a 75 and the student wishes to retest.
 - The maximum grade a student can earn on a retest is a 75.
 - A minimum of one re-assessment per nine weeks will be offered. It is up to departmental team discretion to offer more than one re-assessment during a nine-week marking period.

- Late Policy
 - Major – Major long-term assignments/projects will be accepted late for a 10% penalty per school day for a maximum of five school days following the day the assignment/project was due. After five school days a late project will not be accepted. Examples of this include but are not limited to the Science Fair and Veterans' Day projects.
 - Quiz – Homework assigned that will be taken as a quiz grade will be accepted late for a 10% penalty per school day for a maximum of five school days following the day the assignment/project was due. After five school days a quiz will not be accepted. If a student is ill and out on the day the assignment/project is due, he/she will receive one day for each day they were out and the 10% potential penalty will initiate each day after those absence days have expired. For clarity, school days are defined as every day school occurs regardless or not of whether the class meets on a given day.
 - Daily – Daily work that is assigned as homework will not be accepted late for full credit. Daily work that is assigned as homework will be accepted late for a *maximum* grade of 50% by the next time the class meets. After this daily work will not be accepted for a grade. If a student is ill and out on the day the assignment/project is due, he/she will receive one day for each day they were out and the 10% potential penalty will initiate each day after those absence days have expired. For clarity, school days are defined as every day school occurs regardless or not of whether the class meets on a given day.

Teacher Email and Websites

- One of the best ways to communicate with teachers is via email. It is often the fastest and easiest way to get a response. Teacher email addresses can be found by visiting the Language Arts page of the McCullough website:
<http://mccullough.conroeisd.net/department/departments/language-arts/>
- Teachers will maintain a website on Canvas throughout the school year. Canvas websites can be found easily by visiting <http://mccullough.conroeisd.net/department/departments/language-arts/>
 - Please note that teachers will keep a list of major assignments updated on the Canvas website at all times. However, plans and dates may change based on decisions and situations in the classroom that will best serve student learning. If changes are necessary, teacher announcements in class are final.

Make-Up Work for Absences

- Work assigned before any absence should be turned in the first day of your return unless your absence is lengthy. In case of a lengthy absence, contact your teacher via email or Canvas to make arrangements.
- Make-up quizzes and tests should either be scheduled with the teacher prior to the absence (if possible) or will be given the first day of your return. Make-up of quizzes or tests may require that you schedule to arrive before school during tutorials, visit during advisory. It is the student's responsibility to make arrangements with the teacher.

- Classwork, homework, and assessments assigned during the student's absence will incur an extension dependent on the number of class days the student missed, per the McCullough Handbook Supplement.

Student Handbook and Cheating Policy

- Students are expected to comply with all guidelines found in the Conroe I.S.D. Student Handbook and McCullough Handbook Supplement. The handbook and supplement are great sources for general information about standard district and school policies.
- Parents should carefully read and discuss the handbook and supplement with their child, along with the McCullough Junior High School Cheating Policy (attached for signatures).
- In addition to earning a grade of zero, a referral to administration will result should participation in cheating of any kind, plagiarism included, be discovered or observed.

Student Dress Code

- It is essential that school guidelines be such that an atmosphere of learning is created. Dress regulations should discourage the extremes and the fads that may lead to disruptions. Such regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits.
- Dress code guidelines can be found in the Student Handbook. Teachers will refer all dress code violations to administration.

Student Discipline in the Classroom

- Student Behavior: Teaching good citizenship is a primary goal of our school. All students should respect others' property and rights, practice honesty, and show respect to peers and McCullough staff. The academic and extra-curricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the Assistant Principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. Every effort will be made to help the student in overcoming his/her problem.
- Defiance or Insubordination: The authority of an adult supervisor must be recognized (i.e. failure to identify themselves when asked to do so by any adult employee, verbal disrespect or defiance.) Students are expected to follow and respect the reasonable directions of teachers, administrators, and adult supervisors, etc.
- Disruptive Behavior: Student behavior that disrupts the learning environment in the classroom will result in immediate referral to administration.

McCullough Junior High School Policy on Cheating

Any type of unauthorized communication or sharing of information or materials with others (verbal, nonverbal, or written) is considered cheating. (McC JH Student Handbook) . While it is impossible to list each and every action that may constitute “cheating,” the following are common examples:

- * Copying another student’s homework, daily work, or test
- * Letting someone else copy your homework, daily work, or test
- * Using “cheat sheets,” textbooks, any type of electronic device, or writing answers on any part of the body or garments during a test or quiz
- * Using a workbook or test (which has answers in it) from a previous year
- * Telling another student in a different class period what the test or quiz questions are or getting such information from someone else
- * Working with others on an assignment or project, which your teacher assigned as independent work
- * Reading “Cliff Notes,” other book-type or internet summaries, or viewing a video instead of reading the original book or literary work that your teacher assigned

Plagiarism: Using words, facts, ideas, or opinions that are not your own without giving credit to the source of this information. Plagiarism is a form of cheating. Examples include:

- * Copying a paragraph from an encyclopedia or other reference book and putting it into your research paper without citing the source.
- * Copying all or a part of a paper or essay that you found on the internet and integrating that into an essay or assignment as if it were your own work: This is plagiarism whether or not you copy it “word for word,” or move around a word or two.

You have the responsibility to understand and abide by this policy. Please note that cheating or allowing someone to cheat off of your work will result in both school discipline consequences and loss of credit for your homework, daily assignment, test, or project. Students must adhere to the specific policies of the individual teacher. If you have any doubt or uncertainty about whether your actions potentially constitute cheating, please ask your teacher **BEFORE** the incident occurs.

Parents and students should sign the next page, and students should return the form to their language arts teacher by the date announced in class.

Student Name (please print): _____

By signing below, parents/guardians and students are indicating that they have read and understand the Standard Policies and Procedures for the McCullough Junior High Language Arts Department and the McCullough Junior High Cheating policy (copied below).

Parent/Guardian Signature: _____

Student Signature: _____