

## CLASS PROCEDURES (Ver 23.1)

- 0.** The GRADEBOOK is the final word on all assignments and grades. If something appears in the gradebook, it is to be completed and submitted. Address any problems with grades using the weekly Parent Viewer. **Make corrections ASAP. Don't wait.**
- 1. NO CELLPHONES, HATS, HOODIES or EARBUDS.** According to school policy, these items WILL be confiscated. **NO VISIBLE or AUDIBLE devices, earbuds, or WIRES.** All such devices will be confiscated, on sight, pending a parental conference. **No WARNINGS. Don't "forget" or attempt to hide wires.**
- 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. Get a note from the office to excuse absences. **NOTE: Leaving school early is UNEXCUSED until proper documentation is submitted.**
- 4. NO PASSES FROM CLASS WILL BE ISSUED.**  
Each student will have TWO (2) emergency passes per semester. Please use these passes ONLY in extreme emergencies because you will not get any more. Students with medical problems should bring a medical excuse.
- 5. BE IN YOUR ASSIGNED SEAT BEFORE THE BELL RINGS.**  
The classroom door maybe closed and/or locked at the bell (especially after lunch)
- 6. DO NOT THROW ANY OBJECTS IN THE CLASSROOM**  
This will be an automatic conduct cut. **NO WARNINGS.**
- 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.**
- 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.

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

**\_\_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 must be turned in BEFORE the tardy bell. All work should be placed in the IN-BOX. Place assignments in the box in the **proper direction. (SEE ARROWS ON WALL)** Once the bell rings work will be considered LATE and is 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, a student would expect the buddy to take an additional copy of all handouts and/or assignments for that class period. **Grade reductions will be made for not keeping up with assignments for both buddies.**

**\_\_15. SUBMITTING LATE/UNRECORDED ASSIGNMENTS**

Students are responsible for **ALL** assignments, even when absent or on a field trip. Missing in-class assignments and tests are done AFTER school hours and must be completed within 3 school days for complete credit. **Get missed assignments from your BUDDY.** 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 occur periodically during the year. Students should make an effort to submit extra credit assignments. Do not wait until the end of a marking period to worry about your grade

**\_\_17. CLEAN UP YOUR AREA BEFORE LEAVING CLASS EACH DAY**

Please do not leave discarded papers, wrappers, Kleenex or any other trash behind when leaving class. Clear your table, and the area around the table of all clutter. Push your chair in.

**\_\_18. EMAIL**

Each **parent and student** should send me an e-mail from their email account. Address email to [skoski@doralacademyprep.org](mailto:skoski@doralacademyprep.org) . SUBJECT LINE **STUDENT: S\_0103#06JONES,BETSY PARENT P\_0103#06JONES,BETSY (no spaces).** Please include your name and all phone numbers 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](mailto:skoski@doralacademyprep.org) Please initial all 19 points*

\_\_\_\_\_  
PRINT Name (Student)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PRINT Name (Par/Guard)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Class Time

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
PRINT Name (Par/Guard)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Class Time

\_\_\_\_\_  
Daytime Phone