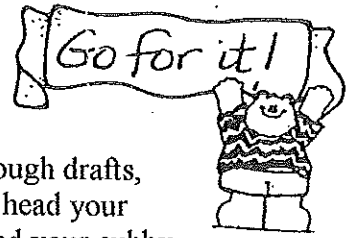


Mrs. Russell's
GENERAL GUIDELINES AND PROCEDURES



Work must be neatly written in blue or black ink, except for math, rough drafts, and puzzles. Messy work will not be graded until it is recopied. Be sure to head your paper with your name, the subject, the page number/assignment, the date, and your cubby number.

Answers must be written in complete sentences unless you have been told otherwise. Be sure to follow directions the first time, or you will need to do the work again.

Work must be handed in on time to receive full credit. If your work is not ready on time, you will receive a homework slip and a demerit. You need to return both the finished work and the slip with your parent/guardian's signature on it. Work that is not made up within two weeks will receive an F; all late work will not receive full credit.

All books must be covered and must be cared for properly. Please do not use tape or contact paper on the endpapers of the books. Your books will be inventoried in September and in June; any losses or damage will be handled on an individual basis.

Please have all your supplies daily; have your materials ready for the different sections of the learning day. If you do not have your supplies with you, you will receive a homework slip and a demerit.

Directions are important and need to be followed. You may have to do your assignment again if you fail to follow the directions. Listen, read, and work with care.

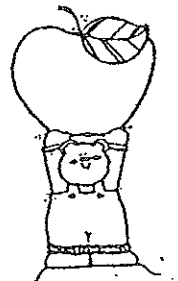
Graded papers will be sent home on Mondays. Having your parent/guardian sign the work is part of the assigned homework; failure to return signed papers within two days will result in a homework slip. Please do **not** remove any notes requiring parent signatures from the graded papers; I will return the assignment or test to you so that you can redo it.

All grades will be posted on www.GradeLink.com. If you feel there is an error or if your redo work has not yet been posted, please ask me to check online.

Students should keep their work in binders or folders. You will need to keep your signed papers at home after the folder has been logged in for the week. You will need to provide evidence across the curriculum to show how you meet the Schoolwide Learning Expectations (SLEs) at the end of 8th grade. Students should clean out binders and folders periodically.

A few extra copies of all handouts are kept for your access. It is your responsibility to acquire a replacement from the shelf or to remind me to recopy a paper for you. Please try to avoid making this replacement a habit.

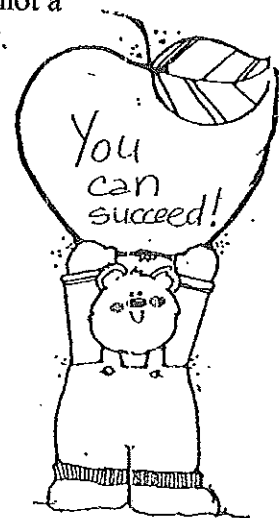
If you are ill, your homework and books will be sent to Homework Alley in the office by 2 P.M. I will send home the entire day's work, not just the homework. You can also check the assignments on the school web site, <http://school.saintpiusx.org>. All work missed must be made up within two weeks.



Fridays are test days for Vocabulary, Spelling, and Math every week. Your Religion tests are usually on Fridays; Social Studies and Language tests will be announced and scheduled as we are ready. Please avoid unnecessary appointments on Fridays. Make-up tests (due to *absence* or a *score of D or F only* for the first three quarters of 8th grade) will be given after school. It is your responsibility to schedule this exam time within two weeks of your absence or the return of the low test. I will be happy to help any student who is having difficulty with a particular subject or assignment after school; I may request that you stay after school for additional help. This is not a punishment; I cannot always give you the attention you need during the day.

The diocesan grading policy is as follows:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below



*Grades of D or F in the subject which I teach may be made up by retaking a test or by redoing an assignment; both grades will be averaged together. This option is available only for the two weeks following the return of the paper, and only for the first three quarters of the year for 8th graders. Studying for tests is a must. Don't depend on a retake as the source for "raising" your grade. As a rule, I do not assign extra credit work. I will occasionally grade on a curve, if need be.

Since we have all received different talents and abilities, we may have differing assignments. The rate at which one person can complete an assignment and the use of time during class will be different; therefore, one person may have more homework to complete than another. The program will be modified according to the needs of the individual student. Please see me if you have any questions about this policy.

Students are encouraged to participate in the SPX sports programs, Student Council, yearbook, choir, altar serving, and Academic Decathlon as well as in programs outside of school such as music, dance, or club sports. I believe that you can do schoolwork and extracurricular activities too. Please remember your responsibility as a student and maintain your eligibility by keeping a C average and good conduct.

