

Grade distribution:

5th

No more than 8-12% each	Tests and Projects
No more than 5% each	Quizzes/Labs (which include research and data as individual activities)
No more than 5% each	Class Work
No more than 5% each	Homework

6-8th

No more than 15% each	Tests and Projects
No more than 8% each	Quizzes/Labs (which include research and data as individual activities)
No more than 5% each	Class Work
No more than 5% each	Homework

9-12th

No more than 20% each	Tests and Projects
No more than 8% each	Quizzes/Labs (which include research and data as individual activities)
No more than 5% each	Class Work
No more than 5% each	Homework

School-wide Middle School and High School Rules and Procedures

Late work/Makeup Work

Homework Policy

My mission is to help you gain the knowledge you need to succeed in my class, therefore, be aware of the following in regards to late homework:

- A. If homework is not turned in by the due date, then the student should expect to turn it in the next day for 50% of credit. Please note: Parents will be notified that a student failed to turn in an assignment on time.
- B. If the student fails to turn in the assignment on the due date, they will receive an opportunity to complete this assignment after school. Repeated offenses may result in disciplinary action such as academic detention.
- C. This policy applies to online homework as well.
- D. If you are struggling with the assignment, please communicate with your teacher through Google classroom, though it should be emphasized that students are given time in class for questions and clarification.

Also, any assignment not turned in after 1 week is an automatic zero and will not be accepted.

Papers/Projects

If you know you will be absent the day a **paper/project** is due, then you must make arrangements to have the paper in my mailbox before the beginning of class! I will check it before class and if it is not there, the "Late paper policy" will be applied. Late papers will receive a deduction of **one letter grade per day.**

NOTE: The following classify as papers- any written assignment that is a TEST or QUIZ grade such as Eye on the World, narrative, argumentative, and expository essays, dialectical journals, projects and others.

Makeup Work/Absences

Any work missed due to an **excused absence** must be made up within the number of days absent. This excludes assignments due the day of absence. These must be turned in the day the student returns. It is the responsibility of the student to make up work, tests and quizzes. *I ask that students do not make doctor appointments and the like on the day of a test, quiz or paper submission!*

Extra Credit

As a policy, I do not offer extra credit. If you turn in assignments on time and do them to the best of your ability, then you will not need to even ask for such an assignment. I may offer extra points on tests or quizzes based on classwork activities (i.e. study guides or review games).

Drop Policy

As a policy, tests will not be dropped; however, if a student fails (69% or below) on a test, they will have the opportunity to retake the exam at the teacher's discretion (he or she will decide based on student's individual learning plans). This test retake can only occur once per quarter and will need to be taken **before the end of quarter grading period**. The final grade will be an average of the two tests.

Submission Requirements

All papers completed outside of class, with the exception of overnight homework, must follow these guidelines: Times New Roman, 12 point font, double spaced, with the heading below on the top left corner. The top right should have your last name and the page number. Name

Last name 1

Teacher Name

Grade and Subject Name

Day Month Year (the due date)

Google Classroom/ Database

This year, students will all join a virtual classroom called Google Classroom. It can be accessed on Google Classroom. The login information will be provided in class. This site will be the class's forum for all things related to your coursework from assignments to discussion questions, reminders, and exam reviews. Parents will receive an email that will provide a weekly or monthly update on their child's Google Classroom assignments. Please make sure to accept the invitation to receive these updates.

Grades will be posted on a weekly to biweekly basis and accessed via the Peace Academy database. Students are responsible for keeping track of their grades and assignments. ***If students lose any class documents, most will inshallah be found on the class website. For those unavailable, students must find a way to get a copy. Bottom line: I will not provide extra copies.

Plagiarism/Cheating

Although collaboration is encouraged, this does not translate to copying other classmates' answers or allowing classmates to copy answers. Using the internet to help with research or figuring out key terms is strongly encouraged. However, do not be tempted to duplicate another student's work or pull directly from the internet. Without proper citation, this is considered theft/cheating. In fact, plagiarize comes from the Latin word for kidnapper and literary thief!¹ To avoid plagiarism, use techniques such as paraphrasing and summarizing, and ALWAYS CITE YOUR SOURCES! Do your own work and if you are unsure whether something can be categorized as plagiarism, you can communicate your concerns on Google Classroom or before or after class.

TEACHER AVAILABILITY

You may email your teachers through the email provided on their Google Site.

CLASSROOM RULES:

A. The Rules:

1. Follow directions quickly
 - a. This means that when we do the "Class-Yes" you do so promptly.
 - b. This means that during transitions into the next activity we do so promptly and silently.
 - c. Doing this well consistently will increase your opportunity to level up on the Class Scoreboard.²
2. Raise your hand for permission to speak
 - a. This means that students do not interrupt each other when they are talking and wait their turn to share
 - b. This means that students do not interrupt the teacher while he or she is talking and before asking questions.
 - c. NO SIDE CONVERSATIONS, NOISES OR OTHER DISTRACTIONS that prevent the teacher from teaching and fellow classmates from learning.
3. Raise your hand for permission to leave the classroom.
 - a. Students may quietly leave their seat to use tissues. (Check with your teacher if a signal will be necessary).
 - b. Students may quietly drop off their bathroom pass before leaving to use it either for the restroom or missing material.
4. Make smart choices
For example (but not limited to!):

¹ *Simon and Schuster Handbook for Writers*, 1998.

² This will be further explained below

- a. Always be prepared for class by bringing materials.
 - b. Always do your own work.
 - c. Always engage in activities related to the classroom objectives, activities, or discussion.
5. Keep your dear teacher happy.

For example (but not limited to!):

- a. Teachers and students show appreciation to each other to help create a more positive learning environment ☺ .
- b. A productive classroom environment in which students and teachers cooperate to ensure student learning is the intent of this rule.

6. Mutual Respect

- a. This means that students and teachers respect each other’s personal space including desks, personal belongings (i.e. school supplies, clothing, etc..), and keep their limbs to themselves.
- b. This means that students and teachers respect each other’s right to privacy and right to hold opinions counter to what they believe.
- c. This means that students do not gossip or talk about other students or teachers (whether they are still teaching in the school or not)!
- d. This means that teachers and students maintain a safe Islamic environment.

A. Tardy Policy:

Students will only be allowed **3** unexcused Tardies per quarter. After the **second** tardy it is an automatic lunch detention. Parents will be contacted prior to the third tardy to ensure that students will receive ample support in punctuality. The **third** will be an automatic after school detention. These arrangements will be made with the Vice Principal. So, BE PUNCTUAL PLEASE!

For clarity the following chart will detail what will be **EXCUSED** and what will be deemed **UNEXCUSED**.

EXCUSED	UNEXCUSED
Meeting with administration	Bathroom
A note provided by the previous teacher	Fixing the hijab
Doctor’s appointment	Working on projects for clubs or college courses

Students must have a valid Teacher-to-Teacher note to excuse a tardy from the previous class or for leaving the cafeteria for a teacher-student meeting.

B. Discipline Policy:

Failure to adhere to above rules and/or disruption of classroom procedures will result in the teacher taking disciplinary measures. I will choose from the following list of consequences and reserve the right to select the proper action based on the offense:

- Warning. This may be given verbally or written.
- Students Contract/Agreement
- Parents informed
- Follow school guidelines for detention and suspension

participation points will be deducted as well at teacher's discretion

CLASSROOM PROCEDURES

Entering the room:

1. Let's start with Asalamu alaykum when we come into class!
2. All water and bathroom needs must be taken care of **BEFORE** entering the classroom. This means that when your materials are in your hand and/or you are at your desk, you are not leaving to drink water or use the restroom.
3. Class begins right when the bell rings. You will find a bell ringer on the board in the form of a journal prompt. This requires no talking or noise! You may sharpen pencils during this time **ONLY**.
4. When the teacher starts reciting the dua' that is a signal for you to join him or her and/or stop working on the bell work as the teacher will be explaining the SWBAT and starting the lesson.

Testing Procedures:

1. If students finish early, they may take out their book and read.
2. During tests, quizzes, or independent work, there is no talking, whispering or distracting noises.
3. Students are expected to place test, quiz, or assignment facedown to indicate that they are done and to take out a book if time allows. Students may raise their hand if they have any questions, but are not allowed to ask each other, especially during a TEST or QUIZ.

For Writing and Assignments

1. Students must always attach their rough draft and pre-writing activity with final essay unless otherwise instructed. Failure to bring completed written work to Peer Editing Sessions will result in deduction of points and even a final grade of zero for the assignment.

2. Students must write their names on ALL assignments. If there are multiple sheets of paper, students should write their name on the top, in case the papers are separated.

During Class

1. When the teacher is giving instructions, questions can be asked **AFTER** the presentation is done, or if the teacher opens the floor to questions.
2. Please note: no soda, food, gum or candy is allowed in the classroom! (**Water bottles with lids only**). **If the water bottle becomes a distraction, it will be confiscated!**
3. **For Misplaced/Missing Materials:** If you wish to use a pencil, paper, eraser and any other material that is required for class, you may do so by providing some sort of collateral such as a wallet or any other prized possession. Please be aware that if you do have to retrieve a forgotten item past your **5 universal passes** (supplied by your homeroom teacher), then you will be subject to a phone call home and/or an after school detention for the next day.
4. **Bathroom Passes:**
You can use your **5 universal passes** (supplied by your homeroom teacher). This pass can be used to go to the restroom, drink water, fix your hijab (if applicable). Use them wisely as they are non-transferrable.

For 5-6th grade ONLY:

Sign out of class in order to use the restroom. We will be monitoring frequency of bathroom use. The teacher may deny those who abuse this privilege.

After Class

ALL STUDENTS: Be sure to check Google Classroom daily for updates, documents and other materials pertinent to class!

Please refer to the Acceptable Use of Technology Agreement for information regarding updated internet and electronic device use. This is located on the school website as well as will be made available on teachers' Google Sites.