

I. GRADES AND GRADING SCALE

A. Grades are based on a point system:

1. Short tests and Quizzes..... 10-30 points
- Daily Papers & Projects 10-50 points
- Worksheets 20-50 points
- Chapter Tests 70-150 points
- Notebook..... 25 points
- Web Based Projects..... 50-100 points

B. Grading Scale: 90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

0% - 59% = F

II. CHAPTER TESTS

- A. Neatness affects your grade, I will not try to decipher poor writing.
- B. *Do not use red ink on any assignment.*
- C. Spelling is important
- D. Make-up tests may be essay in nature. It will not be to your advantage to miss class on the day of an exam. (School functions can be an exception if arranged).
- E. *If a student misses the day before a previously announced test, he/she will be expected to take the test on the announced day!*
- F. No talking during the testing period.

III. ABSENCES, TARDIES AND MAKE-UP WORK

- A. Make-up work is the responsibility of the student involved.
- B. Policy on make-up work: one day for each day missed.
- C. Do not check on make-up work while class is in session.
- D. Without a pass tardies will not be excused. Four unexcused tardies in the same semester will result in an after school detention.
- E. Students are not to leave the room once class is in session. I do not issue hall passes, so do not ask for one.
- F. Failure to make up assignments will result in the loss of the points involved.

IV. DAILY WORK

- A. All papers are to be handed in flat and have the following information in the upper right hand corner, or in the prescribed location on the paper: Full Name; Hour; and Assignment.
- B. *Unless otherwise stated, papers will be due at the beginning of the class.*
- C. *20% of the points possible will be deducted from late papers each day. No late papers will be accepted after the chapter test has been taken.*
- D. Grades will be posted by textbook number or print-outs.
- E. All work is to be done by the individual student.
- F. Have your book, paper, and writing materials with you when you come to class, I'm not a loaning service.
- G. *Terms are to be done in complete sentences.*

V. PLAGIARISM AND/OR CHEATING

- A. Students are expected to do their own work on all assignments at all times
- B. Each and every case of cheating or plagiarism will be dealt with severely
- C. Loss of points for both of the involved parties will result from cheating

VI. CLASSROOM BEHAVIOR

- A. Your attitude and behavior will affect your grade.
- B. Any behavior which harms the educational environment of the classroom will not be tolerated.
- C. Cell Phone Policy: The use of cell phones in my classroom is strictly prohibited. Phones in use will be confiscated and turned in to the office.
- D. **DO NOT IN ANY WAY ALTER MY CLASSROOM ENVIRONMENT WITHOUT ASKING.**
- E. Class Homepage: <http://usd430.k12.ks.us/~ottman/>
- F. E-Mail: ottmant@usd430.k12.ks.us