**Common Practices**

The following practices will be the same in CAMTaC, Public Health, and Environmental Health. Please make sure to read them carefully.

**Behavior**

1. No food or drink allowed in the classrooms. Water is permissible, but must be place on the floor in a closed container whenever computers are open.
2. If an electronic device is found to be in use without prior permission, the teacher will confiscate the device.
3. Students must be in the classroom and in their seat before the second bell rings.
	1. 1st offense = warning
	2. 2nd offense = warning with a note to parents that must return signed
	3. 3rd offense = lunch detention\*

 4. At the beginning of each semester, each student will receive 4

bathroom passes in each class. If a student runs out of

bathroom passes, they will receive lunch detention\* in exchange for the trip to the restroom.

 5. Cursing = Lunch detention\*

6. Caught off task while working electronically

a. Harmful material being viewed = direct referral to

 administration

b. 1st simple off task = warning

c. 2nd simple off task = lunch detention\*

 7. Maintain appropriate personal space at all times.

**\*Trips to lunch detention will be accompanied by a writing assignment.**

**Academic Policies**

1. Late Work

 a. 1 day late = 70% credit

 b. 2 days late = 60% credit

 c. After day 2, 10% credit is deducted for every day that

 the assignment is late. After 7 days the student will

 not receive credit for the assignment.

2. Excused absences

 a. Students must bring a note from a parent to each

 teacher.

 b. Students will receive 1 day of makeup time for every

 day missed.

 3. Grading - All three classes will adhere to the following grade

 composition

a. Project Grades = 50% (Composed of a group grade,

 individual grade, and peer evaluation score for each

 project)\*\*

b. Traditional Assessments = 25% (Tests and Quizzes)

c. Homework/Classwork = 10%

d. Labs (science)/Writing (CAMTaC and Health) = 15%

\*\* All project rubrics will be written based on the stated standards for the unit. These rubrics will be available for students to consult as they are completing the projects.

**Technology**

1. All classes will use Edmodo as the primary means of distributing resources, assigning work, and collecting work.
2. All students will create and maintain a blog that will serve as a project portfolio and contain regular entries from each class.
3. Students will use Trello to plan and manage documents. Students will share links to the appropriate project board with their teachers.

**Students: Tear this page off the back of this document. Do NOT turn the entire list of common practices back in to me. You will need it!**

**Student Contract**

I have read the information on the Common Practices Handout. I fully understand the rules and expectations for this year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Student signature date

**Parent Contract**

I have read the information on the Common Practices Handout. I fully understand the rules and procedures that students are expected to follow.

**Parent/Guardian Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Preferred Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I prefer to be contacted by (Circle one): Phone E-mail**

Please designate a preferred time range for phone calls: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Parent/Guardian signature date