



Classroom Policies & Expectations

CLASSROOM POLICIES AND EXPECTATIONS

Dear Parents and Students:

In order to make managing your child's class load easier, we have developed a school-wide policy regarding homework, tests and absenteeism, in addition to a list of student expectations. You will continue to receive a class schedule and a syllabus from each teacher detailing course outlines, supplies and grading scales.

Please take the time to look over these materials carefully. If you have questions regarding this booklet, please contact Mr. Scott by e-mail at mrsconfig@thelearningcastle.com or by phone at (818) 952-8099.

Sincerely,

Miss Terry

CLASS POLICIES AND EXPECTATIONS

EXPECTATIONS

1. Each student is expected to come to class prepared to work; therefore, he/she must bring the appropriate materials to class (e.g. textbook, notebook, atlas) and any assigned homework. Please note: some classes use consumables in lieu of a textbook.
2. The student's name, date, and class color must be written in the top left corner of every piece of paper.
3. Students need to write mainly in cursive (once they know how). Only neat and legible writing will be accepted. Illegible homework (including math) will be considered incomplete and will need to be redone.
4. Students must write in pencil and skip lines whenever possible, so that a teacher can use the space to write comments and make corrections.
5. Correct spelling, grammar and punctuation are always expected and are to be used on any and all work. Incorrect usage or spelling will be corrected and drilled. Students will drill correct spellings a minimum of five times. (Please note: the correct way to present information will always be modeled on the correction.) Students will lose points on homework, tests and other activities for poor English skills.
6. Students must answer questions using complete sentences whenever appropriate and neatly show all work on math homework in order for correct answers to be accepted.
7. Homework coversheets must be signed once assignments are completed. We encourage parents to make sure that:
 - the assignment is complete;
 - the work is legible and neat;
 - in math, "the work" is shown on paper in a clear and organized manner;

- in all other subjects, answers are written in complete, grammatically correct sentences with no spelling errors; and
 - if possible, all errors are corrected so that homework garners 100%. Too many homework “go-backs” will slow classroom progress.
8. It should not take a student more than fifteen minutes per period of classroom time per week to complete homework for a subject. For example, history class meets four periods per week, so the total amount of homework for one week should not exceed 60 minutes. Math class meets ten periods per week, so the total amount of homework for one week should not exceed 150 minutes. If a student takes more time than this to complete homework, please let the teacher know.
 9. Ample notice will be given for chapter tests and students will be provided with corrected papers for that section as well as study guidelines.
 10. Students and parents are expected to let us know if a question, concept, or assignment is not understood. We are happy to help every student in need of further assistance in any way we can!

HOMEWORK POLICIES

1. Incomplete homework will not be accepted. Instead, the assignment will be marked as “Late” (zero points) until it has been completed and turned in.
2. Incomplete or missing homework assignments will receive a blue sheet and require that the student report to the lunchtime homework room every day until the assignment is completed, signed by the homework room teacher and a parent, and submitted to the teacher.
3. Homework coversheets must be signed by a parent/guardian. Homework returned without a signed coversheet will be accepted but will automatically lose 5% off the assignment.

4. Late homework will automatically result in a loss of 10% off the total number of points.

TEST POLICIES

1. All errors on tests must be drilled and corrected before the test can go home.
2. Once sent home, all tests must be returned with a parent/guardian signature by the due date indicated on the coversheet or an additional 5% will be automatically deducted from the test go-back.
3. Test coversheets for tests with scores of C+ or below must also be signed by the director.
4. **TLC Students** with scores of C+ (79%) or below will be required to retest until a score of B- (80%) or above is obtained. The best retest score will be averaged with the original test score for the final grade.
5. **LCP Students** with scores of C+ (79%) or below will be required to retest until a score of B- (80%) or above is obtained. Once per class per term, LCP students may select a retest score to be averaged with an original test score. The best resulting mark can be no higher than a B-(80%) for the final grade.

ABSENTEE POLICIES

1. Homework
 - If an absence is planned for the day an assignment is due, the student must turn in the assignment prior to the planned absence in order to earn full credit.
 - If a student is absent on the day homework is assigned, it will be placed in his or her communication folder by 3:00 p.m. on that day. If an extension is needed, please make arrangements with the instructor.
2. Tests

- If an absence is planned for the day of a test, the student must take the test prior to the planned absence in order to avoid deductions.
- Students who are absent on the day of a test must report to the lunchtime homework room on their first day back to make up the test or make other arrangements with the teacher. If a student does not make up a missed test upon returning to school, he or she will automatically lose 10% from his or her score.

****Accommodations for special circumstances can be arranged with the teacher.****

NETCLASSROOM (Seventh and Eighth Grades Only)

1. It is of the utmost importance at the middle school level that teachers stay in constant communication with parents in order to facilitate a successful partnership in each child's education. Students' grades on homework, tests, and participation, as well as due dates for upcoming assignments, will be posted on NetClassroom by the end of the each Friday. Students and parents should check the website at least once a week in order to be as informed as possible about each student's academic progress. If, as a parent, you are uninitiated in the ways of this technology, please schedule a tutorial with the school's IT staff. They will be happy to walk you through it.

MATERIALS

1. Pencils, erasers, highlighters, lined paper, dictionaries, and thesauruses will be provided for students in the classroom; therefore, no pencil boxes or personal office supplies, other than the items listed on the supplies page, will be permitted in the classroom.

CODES FOR STUDENT BEHAVIOR

I will aspire to be honest, self-disciplined, courageous, courteous, compassionate, tolerant, and respectful.

- I. I realize I am a representative of La Cañada Preparatory at all times and I will be held accountable for my behavior whether it be on or off campus.
- II. I will abide by all of the school rules including, but not limited to, the following:
 - A. I will strive to be on time.
 - B. I will abide by all aspects of the uniform dress code.
 - C. I will not bring heavily sugared items on campus.
 - D. I will not steal, cheat, or perpetrate fraud in any manner.
 - E. I will not vandalize or deface property.
- III. I will strive to take care of myself including, but not limited to, the following:
 - A. I will strive to sleep ten to twelve hours each night.
 - B. I will strive to eat well-balanced meals.
- IV. I will be respectful to all students and staff including, but not limited to, the following:
 - A. I will not exclude others.
 - B. I will not harass others based on nationality, religion, ethnicity, or gender.
 - C. I will strive to take care of my belongings as well as the belongings of others.
 - D. I will strive to use my class time wisely and responsibly.
 - E. I will strive to exercise good sportsmanship.
 - F. I will not verbally or physically assault another student or staff member.
 - G. I will not use obscene language or gestures.
 - H. I will not engage in obscene or vulgar behavior.
- V. I will abide by all federal, state, and local laws enforceable as felonies and misdemeanors including, but not limited to, the following:
 - A. I will not partake of illegal substances, this includes cigarettes and alcohol.
 - B. I will not engage in gang activity of any kind.
 - C. I will not engage in inappropriate or illegal use of technology (e.g., e-mail, Internet, computer, telephone).

MISSION STATEMENT

The Learning Castle is based on the belief that all individuals can learn and that optimal learning takes place when all staff operationalize the philosophy which is characterized by the following tenets:

- all individuals are treated with respect and dignity;
- all individuals are given the opportunity to learn in many different ways and at varying rates;
- all individuals are given recognition for their achievements;
- all individuals are recognized as both potential learners and potential teachers;
- the learning environment is characterized by interdependence and cultural diversity;
- the learning process includes cognitive, creative and affective dimensions;
- instruction is focused and subdivided into a number of specific, demonstrable competencies;
- all teachers must accept responsibility for student failure and take appropriate instructional and other supportive actions; and
- parents want their children to attain their fullest potential as learners and to succeed academically.

All teachers, parents and students shall accept responsibility for insuring that students attain their fullest potential and succeed academically.

CHARACTER STATEMENT

It is our hope that each student will aspire to be honest, self-disciplined, courageous, courteous, compassionate, tolerant, and respectful of life.

¹ Adopted with gratitude and permission from Dr. Horta, Pupil Services, San Francisco Unified School District

