

Rules for Level System

1. Students' levels are tabulated weekly. Levels are determined by appropriate behavior, cooperation, participation, completed work and attitude demonstrated by the student which is then averaged with the grade earned on assigned work.
2. Students may only move up or down one level per week.
3. For every consecutive three weeks on level 5, an additional outside class may be considered.
4. Students falling back to levels 1 or 2 will be closely monitored in an attempt to determine reason(s) for difficulties.
5. If a student is on level 1 or 2 for three consecutive weeks, he/she may be pulled from one mainstream class.
6. Removal from class for inappropriate behavior results in losing all behavior points for that hour which translates to a zero behavior grade.
7. Suspensions and unexcused absences will also result in a zero behavior grade.

Level System Privileges

Level	Percent	Privileges
1	59% and below	<p style="text-align: center;">None</p> <p>(This means that you may not leave the classroom for any reason, you are not allowed computer use and you may not eat any food in the classroom or between hours.)</p>
2	60-69%	<p>Mainstream classes Break time between classes May leave classroom with passbook and teacher permission</p>
3	70-79%	<p>May listen to music while working with teacher permission May eat in classroom between classes May use computer when all work is completed May go to library to get materials and work in the EBD room</p>
4	80-89%	<p>May go to library May listen to music May have a piece of candy after work completed May do a mainstream assignment in place of an EBD assignment with teacher permission</p>
5	90-100%	<p>May eat and drink in classroom May choose 1 free assignment per week, unless there was only 1 given, then you may do half.</p>

Grading Procedure

Grades will be determined by the following:

1. Scores on daily assignments – Grades are determined by an average of written score(s) and behavior grades.
2. ALL ASSIGNMENTS ARE DUE AT THE BEGINNING OF CLASS THE FOLLOWING DAY THEY ARE ASSIGNED – Unless otherwise stated by the teacher. If an assignment is not handed in, it will be considered a zero.
 - a. If you are sick at night and cannot complete a homework assignment, a written note or phone call from a parent must be brought in the following day.
 - b. All assignments below 80% have to be corrected to 100%.
 - i. If your original score was between the minimal passing grade (60-79%), after making your corrections your grade will increase one full letter grade. For example: You complete an assignment and receive a 75%, after correcting it to 100%, your grade goes from a C to a B.
 - ii. If you receive a failing grade on your first attempt (less than 60%), you will receive the minimal passing grade of 60% (D-) after making your corrections to 100%.
 - iii. If an assignment is not completed and/or corrected at the end of the week, the assignment becomes a zero.
3. Behavior – Each hour you are in the classroom, you will be graded on specific desirable behaviors under the categories of: Attitude, Behavior, Cooperation, Participation, and Work Completed. Each category counts as 20% of your behavior grade equaling 100%. As stated above, your behavior grade is then averaged with your written assignment grade. Daily grades lead to weekly grades which translate into the various levels.

If you have an excused absence from school – you will have one day for every day to complete any work missed. Your behavior grade will not be affected.

If you are suspended from school – you will have the opportunity to make up work and receive credit. You will receive a zero behavior grade.

If you have an unexcused absence from school – same as suspension.

Removal from class for inappropriate behavior will also result in a zero behavior grade.

Letter grades will be as follows:

97-100 A+	87-89 B+	77-79 C+	67-69 D+	59-0 F
94-96 A	84-86 B	74-76 C	64-66 D	
90-93 A-	80-83 B-	70-73 C-	60-63 D-	

Behavior Categories

1. **Appropriate Behavior** – This category includes general classroom manners, language and actions of the student.
 - On time for class
 - Sit in seat
 - Hands to self
 - Mouth quiet
 - Raise hands for questions
 - Wait quietly before speaking

2. **Cooperation** – This includes the student’s willingness to cooperate with teachers and fellow students.
 - Follows directions given by teachers
 - Uses appropriate means to voice disagreement
 - Works appropriately with other students
 - Brings all required materials to class

3. **Participation** – This includes the extent to which the student is involved in the activities of the hour.
 - Pays attention during class
 - Begins work promptly
 - Works on class assignments
 - Works steadily for required length of time

4. **Completed Work** – This includes the extent to which a student completes the work to best of his/her ability.
 - Completes assigned work
 - Uses free time wisely
 - Work is neatly done

5. **Attitude** – This relates to the student’s ability to remain positive toward disappointments, assignments, and looking at his/her behavior, as well as expressing feelings and wants in a sociably acceptable manner.
 - Expresses disappointment or disagreement in an appropriate way
 - Uses appropriate tone, language and attitude

Classroom Rules

1. Respect your self and others

- ❖ Follow all school rules and procedures
- ❖ Follow teacher and staff directions
- ❖ Work quietly and to the best of your ability
- ❖ Use only appropriate language

General Rules

- Sit in assigned seats unless told other wise.
- Do not touch the telephones, tv, or boom box.
- Keep books and materials in desks.
- Keep caps, jackets, and personal belongings in hall lockers.
- You are not allowed behind teacher's desks.
- Computer is to be used with teacher permission, assignments come before personal use.
- Remain in seats until excused at the end of the hour.
- Soda, food, candy and gum are not allowed without teacher permission and eligibility according to the levels system.
- Do not write or mark on desks, chairs, chalkboard, or anything that does not belong to you.
- All chair legs on floor at all times.
- Keep your feet on the floor.
- Keep your hands to yourself.
- The furniture (couches) is for after assigned work is completed.
- Use of head phones and walkmans must be approved by teacher.
- If student is not visible in classroom when bell rings, student is tardy.

Required Materials for Class

- ✓ Notebook
- ✓ Folder
- ✓ Pen
- ✓ Pencil

For each and every class, a separate notebook and folder is required. Entire notebooks are to be turned in. NO tearing out sheets, or loose leaf paper.

The only exception would be if a student is completing math in a workbook. All math work **must be completed in PENCIL**, or the work will not be accepted.

It is extremely important to come to all classes prepared and ready to work. Make sure you have the necessary tools to do so.