

A Student's Guide to the Expectations and/or Rules of the R.O.W.V.A. Junior High Classrooms and Labs

2012-2013



R.O.W.V.A. Junior High School
2012-2013

Dear Parents,

We will be some of your child's teachers this year. We have put this booklet together for several reasons. The first is to inform you of the expectations, classroom procedures, and grading policies of each teacher. The second reason is to give you, the parent, less papers to sign. In the past, parents have been asked to sign a sheet for almost every class. We have combined those sheets into this one booklet. **This means that the parents only need to sign the one sheet at the end of this booklet and have your child return it to school or reply via email to Mrs. Hroziencik that you have received and read the booklet.**

Please go over the guidelines and procedures for each class listed in the booklet with your child. We hope that each child has a very successful school year.

As always, if you have any questions, please call the school at 483-2803.

Principal: Mrs. Nancy Hroziencik (nhroziencik@rowva.k12.il.us)

Participating Teachers:

Mr. Anderson (janderson@rowva.k12.il.us)	Mrs. Carlson (jcarlson@rowva.k12.il.us)
Mrs. DeSutter (kdesutter@rowva.k12.il.us)	Mrs. Furrow (vfurrow@rowva.k12.il.us)
)Mrs. Gibbons (cgibbons@rowva.k12.il.us)	Mr. Grawe (dgrawe@rowva.k12.il.us)
Mr. Hinthorne (mhinthorne@rowva.k12.il.us)	Mrs. Holt (bholt@rowva.k12.il.us)
Mr. Johnson (cjohnson@rowva.k12.il.us)	Mr. Lydic (jlydic@rowva.k12.il.us)
Mrs. Moore (pmoore@rowva.k12.il.us)	Mrs. Sperry (ssperry@rowva.k12.il.us)
Mr. Starkey(bstarkey@rowva.k12.il.us)	

Mr. Anderson

Special Education

English
Literature
Math
Study Skills



Rules

1. Be in your seat when the bell rings. Do not leave your seat without permission.
2. Come to class prepared. This includes agenda, paper, pen or pencil, books and assignments. Failing to come to class prepared is the same as being tardy. (Three tardies equals a detention.)
3. Respect other students and their belongings.
4. Raise your hand and wait to be recognized before speaking.
5. Follow directions the first time they are given.

English

English will mainly consist of grammar, writing, and spelling. Students will be tested on a spelling list on a regular schedule. Students will need to purchase a notebook for journal writing.

Literature

The literature class will be alternating between the literature book and novels. In addition, book summaries will be assigned throughout the year. These summaries may be on independent books read by the student or over novels read in class.

Math

The math class will be working with multiplication and division, fractions, decimals, measurements, charts and graphs, algebraic equations, and ratios. We will work on a variety of concepts that are grade level related. Calculators for in-class use will be provided.

Study Skills

The study skills class will spend the first twenty minutes of class working on various study skills assignments and activities. The remaining time of the period will be spent working on assignments from other classes.

**MRS. JENNIFER CARLSON
LMC DIRECTOR**

LIBRARY PROCEDURES

LOCATING A BOOK

There is a computer catalog located on the circulation desk. You can search by author, title, subject, or keyword. If you cannot find a particular book or subject location, ask the librarian for assistance.

CHECKING OUT A BOOK

Bring the book to the desk and give your first and last name. Have the date due stamped in the book. Books are checked out for 1 month.

RENEWING A BOOK

Take the book to the library. The book will be stamped with either a new date or “renew”. Have the book stamped with the new date.

RETURNING THE BOOK

Drop the book in the “Book Return” slot on the end of the circulation desk (where you checked out the book) near the high school doors.

ACTIVITY PERIOD

- To use the computers during AP, students must have a pass from the teacher assigning the computer homework. Jr. High students will work in the high school computer lab during AP.
- To check out a book during AP, students must have a pass from the AP teacher.
- All students must return to their AP’s before they go to lunch - all students must be present in an AP classroom before that classroom is released for lunch.

LIBRARY CONDUCT

- This is a library, so there should be no talking, however, if you must, do so in low voice, not disturbing anyone.
- There should be no running around or climbing on the bookshelves.
- Snacks and beverages are not allowed in the library.
- Any report of inappropriate behavior will result in loss of library privileges

MR. STARKEY AND MR. LYDIC PHYSICAL EDUCATION

PURPOSE

The purpose of Physical Education at R.O.W.V.A. Junior High School is to help the students achieve a level of physical fitness so that they may be able to complete their daily activities without becoming overly tired and to facilitate a lifelong habit of physical activity and enjoyment.

The students also will learn the rules, history, and basic skills of various team, dual, and individual sports. They will be tested on their knowledge of the rules and their abilities to perform basic skills required in each sport studied.

Each class will have 9 weeks of Health. The students will not have to dress out and will report to an assigned classroom. In the class, there will be pop quizzes on daily assignments, worksheets, and written tests.

GRADING SYSTEM

The students will be graded in three areas: Dressing out, Participation in active stretching and exercises, and Participation in the daily skills or activity. Physical Education final grades will be based on the total amount of points earned throughout the quarter. Every day each student is given the chance to earn 12 possible points.

4-dressing out and attitude

4-active stretching and fitness exercises

4-daily activity

DRESSING OUT

All students are required to dress out for every class, every day we meet. Proper dress for Physical Education is an athletic shirt, athletic shorts, athletic shoes (no sandals, and shoes must be tied tight), and socks. All of which shall be different from what the student wears to school. If a student refuses to dress out then he or she will be told to walk the entire class period around the outside of the students participating.

ACTIVE STRETCHING AND FITNESS EXERCISES

After attendance is taken each day the students will then be doing a warm up jog that will consistently increase as the quarter goes on. Then the students will be involved with active stretching and the students will be given the chance to lead. This will be followed by a number of different fitness exercises and core movements.

WRITTEN TESTS

At the end of each unit, the students will be given a study guide of the rules and the history of the sport that the class has just completed. The student will then have a written test over this material. The test will be worth 25 points and that will add into the total number of points possible in the quarter

EXCUSES

A student may be excused from participating in Physical Education by 1 method—a doctor's excuse. A parent note will be accepted and will be taken into consideration, but the student will still lose all of the daily points if they are not participating.

Parent Excuse

A parent excuse is good for only one day at a time. The student will still be required to dress out, but, the excuse will excuse them from participating that day. A student will be able to use a parent's excuse for only that day and if there is another note for the same ailment then it will be turned over to the office for a conference.

*We are trying to teach the students to be more responsible and will need your help in doing so.

Doctor's Excuse

If a student has a doctor's excuse, they do not have to dress out, but will have to take all written tests and assignments.

ABSENTEE STUDENTS AND PARENT NOTES

Students that miss a class of physical education and/or have a note to excuse them from the class will be required to do a homework assignment consisting of a one page paper over the unit we are covering and why it is important for physical education. This will only be accepted in a typed form. After 4 papers have been accepted in a quarter they will then count as zeroes due to the number of missed days of class.

CONCLUSION

I feel that Physical Education should be good for the student and fun. If the students put forth an effort that the teacher feels is adequate, we will spend less time in exercising and running, and more time playing the sport that we are studying. If the students do not put forth adequate effort in the teacher's judgment, we will spend more time on conditioning than playing.

**MRS. DESUTTER
FAMILY AND CONSUMER SCIENCE
AGRICULTURE AND STUDY SKILLS**

GENERAL

1. Follow all general rules stated in the Jr.High Handbook.
2. Talk only with permission.
3. Come prepared for class. **FAILURE TO HAVE SUPPLIES AND ASSIGNMENTS WILL RESULT IN A ZERO FOR THE DAILY GRADE.**
4. Treat others and their belongings with respect and courtesy.
5. Be in your seat when the bell rings unless otherwise instructed.

SUPPLIES

- A 2-pocket folder
- Black or blue pen and a red pen
- Pencil
- Spiral notebook
- Agenda

Note: Family and Consumer Science students will need sewing and cooking supplies and a list will be provided in class.

MAKE-UP WORK

It is the student's responsibility to find out any assignment missed while he/she was absent. Work missed one class will be due the next class if the student only missed one day of school.

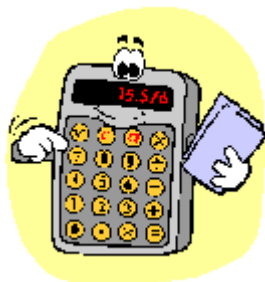
LATE ASSIGNMENTS

All assignments are due at the beginning of the class. Late assignments will receive a zero. Students are provided two passes per quarter to allow work to be handed in late. It still must be completed and will be graded as if on time. However, until the missing assignment is turned in, it will remain a zero in the grade book.

GRADING

I will use the 90-80-70-60 grading scale given at the beginning of this book. Grades for each quarter will be weighted 60 % tests and quizzes and 40% regular work.

MRS. FURROW MATHEMATICS



RULES:

Students will be expected to follow the “Rules for All Classes” stated in Jr. High Handbook.

DAILY SUPPLIES:

- Pencils—Homework must be completed in pencil or it will not be accepted
- Textbook
- Spiral Notebook for taking notes
- Lined paper for completing homework
- A 2-pocket folder
- A calculator—calculators are provided, but I encourage you to get your own to complete homework outside of class
- Agenda

HOMEWORK:

- All homework will be completed in pencil. Homework completed in pen will result in a zero
- Late assignments will result in a zero unless there has been an excused absent. In this case, the work will be collected the next class period
- Homework counts at 30% of your grade
- Extra Credit is available through the completion of a Problem of the Week.
- If a student is struggling, I will be available for questions before and after school

TESTS AND QUIZZES:

- Tests will be given at the completion of each unit
- Quizzes will be given during the unit
- Tests count as 40% of your grade
- Quizzes count at 30% of your grade

GRADING SCALE

A+=100	B+=87-89	C+=77-79	D+=67-69	
A =93-99	B =83-86	C =73-76	D =63-66	
A- =90-92	B- =80-82	C- =70-72	D- =60-62	F=59-0

**MRS. GIBBONS
ENGLISH (8TH GRADE)
LITERATURE (7TH GRADE)**

CLASSROOM RULES

Students will be expected to follow the “Rules for All Classes” stated in the Jr. High Handbook.

DAILY SUPPLIES

- Textbook
- Pen or Pencil—no red please
- Notebook for daily assignments
- Folder
- A computer flash drive
- A different notebook to be left in class for a journal
- Coloring supplies will be needed at times
- Agenda

HOMEWORK

All homework assignments, projects, presentations and reports will be due at the beginning of class. I do give the students two “oops” passes per quarter. An “oops” pass will allow the student to turn in a completed assignment a classroom period late without penalty.

MR. GRAWE INDUSTRIAL ARTS

STUDENTS ARE EXPECTED TO ADHERE TO THE FOLLOWING CLASSROOM RULES:

1. Be on time, be seated and quiet when the bell rings to begin class.
2. A pass is required if you are late to class.
3. Always bring your books, homework, agenda, and all necessary materials needed for class.
4. Request permission, from the instructor, to move from your seat.
5. **DO NOT DISRUPT THE EDUCATIONAL PROCESS.**
6. The following items are **NOT PERMITTED** in the classroom: food, gum, liquid beverages, candy, coats, windbreakers, jackets, caps, bandannas, sunglasses, pagers, beepers, headphones, cell phones, walkmans, radios, laser pointers, CD players, or any items that fall under school code or school policy.
7. Respect your fellow students, their property, school property, and school personnel.

NOTE: *Failure to comply with these rules will result in a detention assignment, and/or assigned seat, and/or removal from this class.*

GRADING SCALE USED FOR THIS CLASS IS BASED ON PERCENTAGES:

100-98=A+	89-87=B+	79-77=C+	69-67=D+	
97-93=A	86-83=B	76-73=C	66-63=D	
92-90=A-	82-80=B-	72-70=C-	62-60=D-	59-0=F

There will be five (5) points added to the grade for assignments that meet the deadline!

THE INSTRUCTOR WILL DISMISS CLASS WHEN THE BELL RINGS TO END CLASS.

THE FOLLOWING SUPPLIES WILL BE NEEDED:

Safety Glasses, Pencils, Notebook, and Agenda

CLASSROOM AND SHOP POLICIES:

There will be a packet of classroom and shop policies distributed, on opening day of class, to help provide a clear understanding for the classroom and shop procedures. The copy is to be read by both parent and student to avoid any misinterpretation of the instructor's intentions to provide the best possible classroom and/or shop area educational environment. These policies include, but are not limited, to the following: late papers, re-do assignments, incomplete papers, bonus points, discipline, assigned seats, shop safety, make-up works, participation grade, breakdown of grading areas and their point values, project deadlines, detentions assignments, shop projects and lab activities.

Mr. HINTHORNE

KEYBOARDING

The objective of this class is for students to develop accuracy and confidence in their keyboarding. The first part of this class we will concentrate on the location of the alphabet, number, and symbol keys on the keyboard and proper placement of the fingers while keyboarding. Once the proper keyboarding skill is developed, we will work on building speed.

During the second half of the course we will continue to work on improving our speed at keyboarding, but we will begin to have lessons about computers, the Internet and Internet safety, word processing, spreadsheet, and presentations.

Your grades will be based on several factors:

Accuracy & Speed - 10%

Daily Assignments - 60%

Tests - 30%

All of the work will be completed during class time and if you keep on task, you should have no problem with completing all required lessons. If you are absent from school, you will need to make arrangements to get a pass from me to come to Room 5 during AP to do any makeup work.

Specific assignment information can be found on my wiki.

<http://mrhinthorne.pbworks.com/w/page/27994195/MrHinthorne>

Mrs. Holt

7th English

Daily Supplies: EVERY day you will need to bring the following to class

Writer's Choice textbook notebook
2-pocket folder for homework colored pen for grading
Blue or black pen for assignments
ALL assignments—completed

Daily Components: Each day, class time will follow this schedule.

- MUG shot sentences [*First 5 minutes: 2 sentences to proofread and discuss daily—a quiz every 6 class days*]
- Spelling [*Every 4 days we will work with a new set of 10 vocabulary words.*]
- Grammar [*Each day we will do a short grammar lesson from a unit. Homework (book exercises or worksheets) will be given most days. At the end of a unit, there will be a test over all the rules and concepts covered.*]
- Writing [*We will do a variety of small writing assignments and papers.*]

Grading Scale: I will use the 90-80-70-60 grading scale given at the beginning of the book.

8th Literature

Daily Supplies: EVERY day you will need to bring the following items to class:

Literature textbook notebook
2-pocket folder for homework colored pen for grading
blue or black pen for assignments/notes assignment—completed
a book report book

Homework:

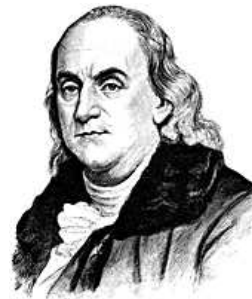
This will be in the form of reading selections, vocabulary, and comprehension worksheets to accompany the selections. Homework will account for 40% of your grade. Included in the homework category will be projects (individual or group) and book reports.

Tests and Quizzes:

Any reading done outside of the classroom will be followed by a quiz. Since these are to check if the reading was done, they will be difficult because I will be looking for details. Quizzes and unit tests will be 60% of your grade.

Grading Scale: I will use the 90-80-70-60 grading scale given at the beginning of the book.

MR. JOHNSON HISTORY



DAILY SUPPLIES

- All assignments that are due for class
- Textbook
- Notebook for history notes
- 2-pocket folder
- Pencil or black/blue ink pen
- Agenda

RULES:

Students will be expected to follow the “Rules for All Classes” stated on page 2.

EXPECTATIONS:

Students are expected to behave in an appropriate and respectful manner throughout the day. All the students are expected to be in their seats when the bell rings and remain there until the bell rings to dismiss them. Talking out of turn is not permitted and students are expected to treat their teachers and peers with respect.

MISSED WORK:

When a student misses class, it is their responsibility to find and make up any missed assignments. Work and class notes will be posted online and available from home. Any assignment that is missing will be entered as a zero until made up by the student. In the event of an excused absence, the student will be allowed the number of days absent to make up any missed work with no penalty. Any students with an unexcused absence will receive a zero for all work missed.

GRADING SCALE

I follow the 90-80-70-60 grading scale given at the beginning of this booklet.

EXTRA CREDIT

Extra credit will be offered at various points during the year. Students are responsible to act upon these opportunities as they arise. To receive this extra credit, students must turn in the handwritten copy of their assignment as well as their typed copy. This applies to any assignments that are to be written.

MRS. SPERRY



SCIENCE

CLASSROOM RULES:

The students in my science classes have been asked to follow the rules listed in the Jr. High Handbook.

DAILY SUPPLIES

- Textbook with a cover
- Spiral notebook
- Folder
- Red pen
- Blue or black pen
- Completed assignments
- R.O.W.V.A. organizer (agenda)
- Highlighter
- Flash drive

HOMEWORK (posted on ROWVA Junior High website)

- Notes should be kept in a spiral notebook only for science. Each page should have the student's full name on it. (Note questions may be typed but the **answers must be handwritten**. Students may print off question sheets from my Wiki page so that they only have to write the answers for the questions.)
- Homework will be in the form of assigned readings and notes or worksheets. (**Students may use their own notes on the daily quizzes**).

- Homework left in the locker may be turned in for full credit immediately after class. Homework handed in after that will receive a zero.
- The daily quizzes will be used as homework grades since students are allowed to use their notes.
- Homework counts for 40% of your grade.

TESTS

- A test will be given at the end of each chapter.
- A review will be done in the class period before the test. **A 7:45 A.M. review session will also be held on test days.**
- Vocabulary, notes, and any worksheets done for that chapter should be used to study for the test.
- Tests count for 60% of your grade.

EXTRA CREDIT

1. At the back of each chapter, in the Assessment section, there is a section titled “**Performance Assessment**”. You may look in that section for something to do for extra credit. Whatever you choose must be approved by the teacher before you do it. (The maximum points you are able to receive are **20** points and the minimum would be **1** point.)
2. Design a bulletin board poster (large poster board) with pictures and captions over a topic that we are presently covering or one that we have in the past. (Maximum—20 points.)
3. Newspaper or magazine articles that have something to do with science may be brought in. (It doesn’t matter if it is a science topic that we are not currently covering.) To get **5** points credit, though, you must bring me the article and give me a brief summary of it orally.
4. Any ideas that you may have for extra credit may be presented to the teacher for verification as to whether it would be allowed or not. (Maximum—20 points)
5. Make a detailed board game over the chapter you are studying. Make it colorful, yet professional, and be sure to include directions. With your directions, be sure to include everything that the players will need. (Maximum—20 points)
6. Donate a book (grade appropriate) about the chapter you are studying, or you have previously studied. (Maximum--20 points)
7. Watch a TV show about something in your Science book, and do a report on it. Make sure to use complete sentences and proper grammar. Make sure you include the full name of the program, who produced it, when it was shown, and on what TV channel. (Maximum—20 points)

8. Do a report on a historical scientist who has something to do with the chapter you are covering or one you have previously studied. (Maximum—20 points)

9. Do one of the experiments in the book, and tell about how it went. (Maximum—20 points)

All extra credit points are added into the homework point total only.

NOTIFICATION OF CURRENT GRADES:

Every student's grades are posted online. (Go to the R.O.W.V.A. Web site to locate.) Students may also check with a teacher during AP to see their present grade. If you have any questions for me, you may email me at: ssperry@rowva.k12.il.us

ACTIVITY PERIOD (AP)

1. Students must come to AP **with all books, notebooks, etc. that are necessary to complete all homework assignments along with their agenda in which homework assignments have previously been recorded.**
2. Students should also bring **a book to read** once all homework is finished.
3. Students will **not be released** from AP to attend meetings or see other teachers **until after the first 5 minutes** so that the AP teachers may take attendance and make any necessary announcements.
4. Students **must have a pass to go to any teacher, the computer lab, or meetings.** These should have been **obtained before the student comes to AP.**
5. **Any time** that a **student leaves** the AP class, they **must sign out** and **then sign in when they return.**
6. **All students must be back** in their AP **before the AP class** will be **dismissed for lunch.**

Failure to follow the AP rules will result in a **“grounding”** (no leaving AP) for a week.

Parents/Guardian(s):

Please print and sign this sheet, acknowledging your reading of this booklet. Have your child return JUST THIS SHEET to his/her Activity Period (AP) teacher or to the junior high office. You may also email Mrs. Hroziencik and let her know you have read it.

Student's Name: _____

Parent(s)/Guardian(s) Name:
