

## Mrs. Kavanaugh's Policies & Information

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**Webpage:** To access my webpage, go to [www.somonauk.net](http://www.somonauk.net) and click on Middle School, Faculty, 7<sup>th</sup> Grade, Mrs. Kavanaugh. I post homework and assessment due dates, along with important forms and information on my site.

**Unit Sheets/Organizers:** Students will be given unit sheets and organizers at the beginning of each unit. Unit Sheets have unit objectives and assessments listed on them. Unit Organizers are the study guides for the C-Layer Unit Test. They will both also be available on my webpage.

**Discipline Policy:** Students who are being disruptive in class will follow this discipline policy. Students will be given a warning to stop the behavior. If the student continues, a conference with the teacher will result. If disruption continues, student will be sent from the room and their parents will be notified.

**Teacher Detentions:** Teacher detentions are earned by breaking classroom rules. Detentions must be served after school (3:05-3:30) and within 1 week of the offense. If issued a detention on a Monday, a student has until the following Monday to serve the detention. Detentions will not be scheduled for Fridays. If your child receives a detention, a detention form will be sent home that must be signed and returned by a parent or guardian. Unserved detentions will result in an Office Discipline Referral.

**Homework/Practice:** Students must have their names on their assignments in order to receive credit. "No Name" papers will be considered late. All C & B-Layer work must be completed in pencil. Pens are used only for correcting. Pens, markers, etc. may be used for A-Layer.

**Late Work:** Late work will be addressed by the Middle School ZAP Policy. More information to follow.

**Make-Up Work:** Students are responsible for getting their make-up work from their classroom bin. Students will get 1 day to do make-up work for every 1 day absent. All assignments due on the day of absence are expected on the day of return.

**Kavanaugh Cash:** My class operates on a token economy. Students will earn "cash" by weekly jobs and rewards. Students have the chance to buy treats at the end of each semester. They may also buy pencils, pens, and erasers at the beginning of each class period. Students will also use their cash for hall or bathroom passes. It is the student's responsibility to keep track of their own cash.

**Laboratory Expectations:** When in a lab environment (Science or Computer), students are expected to behave accordingly. Participation points will be given to those who meet these expectations. Goofing around will result in a student being removed from the activity and a zero in points earned from the activity.

### Parents & Students:

**I am looking forward to a great year! By being aware and following these policies and rules, you and your student will help make science a fun learning environment for all students. Please read and sign as an acknowledgement of these policies and information. Please return to me by Friday, August 28<sup>th</sup>.**

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Student Signature

Date

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Parent Signature

Date

