**Ms. Ryan’s Classroom Policies**

**7th Grade Ancient Civilizations**

**Expectations**

You will be responsible, respectful, and reasonable at all times.

Your primary goal this year is to learn how to think and write like a historian.

**Grading**

All assignments are weighted as follows:

* Homework 20% (based on effort and completion)
* Quizzes 30%
* Tests 40%
* Projects 10%

Homework assignments give you an opportunity to independently practice what you learned in school and should be completed as assigned. Homework is usually due on the day following the assignment date unless you are absent (please refer to the student handbook).

Quizzes are given during the formative assessment process to monitor your learning and adjust instruction during a unit or lesson. Quizzes not only furnish me with feedback on how you are doing, but they also help you to evaluate your own learning. There are **NO** retakes of quizzes.

If you receive a grade **below 70% on a test**, **ONE** retake is allowed. However, please be sure to make time to study in advance; you will receive ample notice of end of chapter/unit tests. Seek extra help during my after school hours or during the daily Utility block before assessment date if needed. If you earn a test grade below 70% and wish to retake the test, you must meet with me during my after school hours or during the Utility block prior to retaking the test. You will not be given the same test, but one that is similar and assesses the same skills that you are expected to master.

**Writing Policy**

Written paragraphs/essays/papers must be typed using the New Times Roman font, size 12, and aligned to the left 1-inch margin. Please do not use **fancy** fonts as they are difficult to read. All open response essays, persuasive or position essays, and research papers must be double-spaced. Re-writes of major papers can be done only once. Again, you must schedule time to meet with me during my after school hours or during the Utility block prior to re-writing an assignment.

**Make Up and Late Work**

Make up assignment due dates are in accordance with the school handbook. Remember that it is your responsibility to contact me when you return from an excused absence, not the other way around. Late work will be accepted on a case-by-case basis depending on individual circumstances.

Please be aware that extra credit is not offered as a means for grade improvement. Be sure to seek help as needed throughout each term.

**Heading Format for all written assignments**

Place at the top left margin of your paper:

Student Name (First name **and** Last Name)

Date (September 5, 2017)

Teacher Name (Mrs. Ryan)

Class Period (Period #)

**Daily Supplies**

1. Binder – Three-ring binder (1 ½ inch or 2 inch)
2. White-lined, 3-hole punched paper
3. Divider tabs labeled:

* **Prehistory**
* **Mesopotamia**
* **Egypt and Kush**
* **The Hebrews**
* **Phoenicia**
* **Persia**
* **Greece**
* **Rome**

Some materials that will be included in each of the above sections are class handouts and graphic organizers.

1. Plastic 3-hole punched folder (please insert in binder) to be used as follows:

* Right side = homework and tests or quizzes to be signed.
* Left side = homework, tests, or quizzes to be returned to school.

1. Pencils and blue or black pens
2. Set of colored pencils and/or markers
3. Small hand-held pencil sharpener
4. Set of multi-colored highlighters
5. Post-It notes (3 inch)
6. 3 x 5 index cards for vocabulary.

**After School Hours: Tuesday or Wednesdays from 2:10pm – 3:00pm**

If you would like extra help outside of my After School Hours, I am usually available most afternoons after dismissal. You may also message me directly under the “Basics” tab of our class website: <http://mrsryanancientciv.weebly.com>. I would appreciate if you would schedule extra help in advance. I also strongly encourage you to make the best use of this time, as I will be setting it aside especially for you. I can always be reached at [eryan@cohassetk12.org](mailto:eryan@cohassetk12.org). Thank you ☺