**HABITS OF WORK**

Attendance, class participation, completing work on schedule, etc. are behavior skills known collectively as Habits of Work (HOW), or abilities vitally important to success in school and life in general - the better your HOW, the more likely you are to learn and achieve. Although there is a clear relationship between HOW, academic achievement, and learning, averaging behaviors with knowledge and skill attainment would make it difficult to determine what you are excelling at or struggling with. For example, did you earn a 60 on an assessment because you did not understand important concepts or is it because you did not complete the homework that you would have learned these concepts from? Is it an understanding issue or a behavioral issue? In order to make these distinctions, the following HOW will be assessed:

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| **Class Preparation***Student arrives to class on time and prepared and completes work on schedule with care and accuracy while challenging self to go beyond expectations.* | **Effort and Perseverance***Student uses instructional time to improve their learning, perseveres when things are difficult, and sets goals to do their best. The student also uses feedback effectively to revise their work and always asks for help when needed.* |
| **Engagement in Class***Student participates constructively in class and helps others to do the same, actively listens to and participates in discussions, ensuring that all members of the class are heard, and works appropriately with peers to accomplish tasks.*  | **Respect***Student always behaves ethically and treats others with respect, using materials with care and returning them to their proper places. Student communicates politely and kindly, actively listens to the ideas of others, uses appropriate language, and takes a leadership role in guiding others to do the same.* |

You should take an active role in your own learning, consistently demonstrating a genuine desire to learn through positive class participation. Challenge yourself to initiate discussions, ask significant questions, and share your thoughts, ideas, and experiences with your classmates. You should take risks, assert your opinion and defend it, and listen actively to others, working as a leader within our class. These behaviors will help you understand the material better and make the class more interesting for everyone else!

**ASSESSMENTS**

We usually talk about assessments as only including quizzes or exams, but assessments include anything that determines your level of proficiency in the information and skills of the course.

**Homework** exercises will be assigned regularly and serve various purposes. Some assignments allow you to practice what you learned in class to more fully understand the material. Others help you learn additional or more detailed information about content we have already covered. And others allow you to learn new information that may or may not be covered in class. Completing these assignments allow you to increase your content knowledge and practice the skills of organization, time management, task completion, and responsibility – skills required for any job you may have in the future.

**Formative assessments** will be completed several times during each unit of study. Quizzes generally include both objective questions (multiple-choice, matching, etc.) and subjective questions (short answer). Longer writing assignment such as essays may be completed as in-class exercises or as take-home assignments.

**Summative assessments** are generally administered at the end of a unit or course. Unlike formative assessments which may occur several times during a unit, summative assessments occur only a few times over the course and may include longer research activities and/or writing assignments or projects and/or end of unit portfolios of work.

**REVISION**

You may revise a **homework** exercise as many times as you’d like to increase your understanding of the material and the grade on the exercise (up to a 100). This revision may occur at any time during the unit in which it was assigned, up to the day of any formative or summative assessment. Any work from the current unit that is not turned in or revised by the day of a formative or summative assessment will remain at its initial grade.

You may improve **formative assessments** and **summative assessments** on which you earned a score lower than an 80. In order to do so, you must have completed ALL homework exercises assigned prior to the assessment at an average of no less than 80% AND have a Habits of Work score of at least an 80.

**YOU MUST MEET WITH ME PRIOR TO REVISING ANY WORK.** We will go over the work together, discussing those things you did well and how you could improve the work. You will need to hand in the original and revised work together in order to earn a revision grade and this must be turned in within ONE WEEK after the graded assessment has been handed back. The highest score you can earn on revised work is an 80. For example, if you earn a 40 on your initial work but revise it and earn a score of a 75, you will earn 75% of 80, which is a 60; if your new score is a 100, you will earn an 80.

**ORGANIZATION**

The assignments for each day will be written on the white board in our classroom and posted on my website **[http://www.brunswick.k12.me.us/pwagner/].** If you are absent, the day you come back to school you must hand in anything that was due, pick up assigned work, and make arrangements to make up any missed assessments. You will be expected to complete assessments when they are administered unless otherwise arranged with me. It is a good idea to make arrangements with another student to take notes and pick up additional handouts for you if you should be absent. That way you will always be prepared for class and not get too far behind in your work.

**You must keep everything!** At the end of each quarter you will be required to organize your handouts and work, choose and describe specific pieces of work you have completed, and share all of this with a parent/guardian for feedback. This allows you to have all your class materials organized for studying and reference and gives your parent/guardian the opportunity to see and give feedback on your work from the quarter.

**GRADE CALCULATION**

The score you earn for each type of work is weighted according to category and the end result is the grade you earn for the quarter. Formative Assessments are worth 35% and Summative Assessments are worth 65%. For example, if Sally a 92 on her formative assessments and an 84 on her summative assessments, her quarter grade would be as follows:

**Type of Work Category Average Category Weight Points Earned**

Formative Assessments 92 35% 32.2

Summative Assessments 84 65% 54.6

 Total 86.8

 Quarter Grade 87 (B-)

**REPORTING SYSTEM**

You and your parent/guardian should review your progress on PowerSchool frequently and you may request a printed progress report at any time.

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 Student’s Signature Parent/Guardian Signature

*These signatures verify that together you and your parent/guardian reviewed and understand this information.*