

## COLUMBIA TEAM POLICIES

English – Hunt  
Math – Whitfield  
Science – J. Hammonds  
Texas history – Weatherspoon

### I. AGENDA BOOKS

- A. Student must fill out assignments in Agenda Book.
- B. Students should note any homework that is given.
- C. Parents please review the agenda book to verify that the work has been done.
- D. Work is never turned in early.

### II. ABSENCES AND MAKE-UP WORK

- A. School policy states that students have 1 day to make up work for every day that they were absent. An example might be: If a student were absent on Monday and returned to school Tuesday, all work would be due the following class session - Wednesday.  
Tests and quizzes not made up within the allotted time can be made up but for half credit.
- B. It is the responsibility of the student to:  
Get the missed work and hand it in within the appropriate time limit.  
Arrange a time with each teacher to make up instruction and tests outside of the class period.
- C. A place is designated in each classroom for students to find the assignments that they missed.
- D. Parents may call the school for makeup work when a child has been out 3 days or more.
- E. Students may be given a zero for all work that is missed when the absence is unexcused, as per district policy.
- F. Students should get work in advance if there will be a planned absence. This includes school related absences such as athletics, choir, band, orchestra, "take your daughter to work day". Zero policy is enforced if work is not turned in within the appropriate time limits.

### III. DAILY WORK

- A. Work must be turned in when requested.
- B. "No name" papers will be kept and when identified, will have a 5 point deduction.
- C. Work without a complete heading may have a 5 point deduction.
- D. Zero policy for late work
  - 1. Any classwork / homework not turned in will receive a zero.
  - 2. The student must attend the assigned "Performance Enrichment" session to receive 70% of the earned grade. A "PE" form will be sent home and the student and parent must sign and return the form. Arrangements for a ride home will need to be made ahead of time. "PE" will be assigned for the following day.
  - 3. Students not completing work during the first assigned "PE" will continue until the work is completed. Work will be graded at half credit.
  - 4. Students who fail to attend the assigned "PE" will receive an office referral and administrative consequences will be given.

#### IV. CORRECTIONS ON WORK

- A. Corrections on homework/classwork will be left up to each teacher.
- B. Each teacher will allow for corrections or retakes on quizzes and tests that the student earns below a 70.
- C. Corrections or retakes must be completed the following day after receiving the paper back and must have a parent signature. Failure to have a parent signature and/or turned in the following day will result in the teacher not accepting the corrected work.

#### V. DUE DATE FOR PROJECTS AND LONG TERM ASSIGNMENTS

- A. If the student is present on the day that any project or long term assignment is given; the due date of the assignment DOES NOT CHANGE, despite any absences!
- B. If the student is absent on the day that the project or long term assignment is due; it must be turned in the first day he/she returns.

#### VI. CHEATING

- A. A signed copy of Cheating Policy should be on file with the Team.
- B. All students involved will receive a zero on the work.
- C. The citizenship grades will be lowered 3 steps (for example, A+ to A- to B+).
- D. Parents will be notified of all cheating incidents.

#### VII. STUDENT EXPECTATIONS

- B**e Prepared
- O**wn your Actions
- L**isten and Follow Directions
- E**mphasize Safety
- S**how respect

#### VIII. STUDENT CONSEQUENCES

- A. Daily \*
  - 1. Verbal warning
  - 2. Student conference with Teacher or Team
  - 3. Contact parent and Team D-hall
  - 4. Office referral

\*all steps include reduction of citizenship one step
- B. Severe
  - 1. A student causing harm to him/herself or others will go IMMEDIATELY to the Assistant Principal.
- C. Rewards for good conduct are determined by each teacher.

#### IX. FOOD/DRINK/GUM

- A. No food, drink, or gum will be allowed in the classroom or in the hall.
- B. Teacher consequences will be given if a student is in violation of this rule. \*
  - a. Dispose of unapproved matter
  - b. Student/Teacher or Team
  - c. Parent contact and D-hall
  - d. Office referral

\*all steps include reduction of citizenship one step

## X. GRADE INFORMATION

### A. Team progress reports

These are sent home from Endeavour teachers with every student at least twice in a six weeks. One before School Progress Reports and one before School Report Cards.

Parent signature required, return next class period to teacher. (Various rewards given by the teachers.)

### B. Official School Progress Reports

These are given to all students the Wednesday after the third week of each six weeks.

### C. Report Cards

These are sent home with the student on the Friday following the end of the six weeks.

## XI. TEAM CONFERENCES

A. We are available during 1st period (8:55-9:40) every day.

C. This is the time that we meet with parents and students. If you would like to meet with the team, contact Mrs. Hunt to schedule a meeting.

## XIII. IMPORTANT BOLES NUMBERS

Main Number        682-867-8000

Columbia Teachers: Mrs. Hunt

khunt1@aisd.net

Mrs. Whitfield

rwhitfield@aisd.net

Mr. Hammonds

jhammond@aisd.net

Mr. Weatherspoon

sweather@aisd.net

AISD web sites - [www.aisd.net](http://www.aisd.net) ----- then go to the Boles page

# Columbia Team Policies

Please complete and return the entire packet to Mr. Weatherspoon on the first day of school.

Student's Name: \_\_\_\_\_

I received a copy of the Columbia Team Policies. I will review this information with my child.  
(Please keep this copy for home.)

Parent's Name: \_\_\_\_\_

Please list your e-mail address (es):

Primary \_\_\_\_\_ @ \_\_\_\_\_

Secondary \_\_\_\_\_ @ \_\_\_\_\_

Listing your e-mail will give us permission to communicate with you concerning your child's progress at school. Also, please list a daytime phone number.

Parent's signature

Daytime phone number

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Parent's signature

Daytime phone number

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Thank you and welcome to the Boles family.

# COLUMBIA

Mrs. Whitfield  
Mrs. Hunt  
Mr. J Hammonds  
Mr. Weatherspoon

1. 7<sup>th</sup> grade policy
2. Cheating policy
3. AR Policy
4. Supply list

