

Classroom guidelines and procedures handbook for

# Economists

Prepared for students in Mr. Schlosser's ECONOMICS class at

**OSWAYO VALLEY HIGH SCHOOL**

--- inspiring and developing life long learners to enrich the world ---

If found, please return to .....

Parent/Guardian signature .....

# IMPORTANT STUFF YOU NEED TO KNOW ABOUT THE CLASS

## WHAT DO YOU NEED TO BRING?

- ☞ Ink Pen (blue or black) or pencil
- ☞ Notebook that will hold papers
- ☞ Standard, full-sheet notebook paper
- ☞ Textbook
- ☞ Miscellaneous supplies as assigned



## WHAT DO YOU NEED TO DO TO SUCCEED?

☞ \_\_\_\_\_ We will do this by...

- ...expecting to be challenged.
- ...recognizing that knowing is good, but understanding is better.
- ...never underestimate the importance of brain power.

☞ \_\_\_\_\_ We will do this by...

- ...realizing “good enough” rarely is.
- ...being responsible for what we do and what don’t do.
- ...earning the grade you want and receiving the grade you deserve.

☞ \_\_\_\_\_ We will do this by...

- ...asking when in doubt.
- ...avoiding the stupid questions.
- ...holding questions until given permission to ask.

☞ \_\_\_\_\_ We will do this by...

- ...knowing and following instructions.
- ...being a good listener when others are talking.
- ...respecting the ideas of others even if we disagree!

☞ \_\_\_\_\_ We will do this by...

- ...committing ourselves to the class, 100%.
- ...actively involving ourselves in each activity.
- ...being positive, rather than negative.

Schlosser's  
Secrets to  
Success for  
Students

## HOW SHOULD YOU BEHAVE?

All class conduct will be based on the “Secrets to Success”. This will be a disciplined classroom. Understand that discipline differs from punishment. DISCIPLINE is having a structured learning environment; conduct interrupting that environment will probably bring PUNISHMENT. Learn discretion.

There will be many guidelines for you to follow during the year; some of which we have already talked about. Rather than looking at these guidelines and policies as **rules**, think of them as **management principles**. There are enough things for you to do without having to worry about a list of things not to do. Expect “automatic” infractions for the housekeeping problems; expect infractions for behavioral problems.

Here are some answers to some frequently asked questions

- ☞ Assignments are due when I collect them; 50% deduction applies to all late assignments.
- ☞ Do your own work!
- ☞ Be in your seat ready to go when the bell rings; have a late pass if you are late. Because I won't ask for one, that is your responsibility.
- ☞ Remain seated until you are dismissed at the end of the period.
- ☞ Gum, candy, and food are not acceptable.
- ☞ Assignments from other classes or “love notes” will be taken, not be returned; magazines, books, toys, or other items not listed on the “Supplies List” will be taken,, to be returned at the end of the school year or sooner if a parent/guardian calls to request them back.
- ☞ Requests for extra credit will not be granted.
- ☞ Missed work is your responsibility; don't expect me to track you down to give you what you missed. To get your missed assignments: 1) check on line; 2) get handouts from your mail box; and 3) follow the assignment schedule on the board.
- ☞ “Advanced absences”. If you know you will be missing class or hope to be excused from a class period, don't bother asking me right before the period begins. I will not give you permission. Be responsible and plan ahead.
- ☞ Expect to be graded for classroom participation.
- ☞ **Do not put anything on or take anything off my desk!**

## HOW WILL YOU BE GRADED?

You begin this school year with nothing. What you have done in the past has no bearing on your grade for this class. Everyone has a clean slate; the grade book is blank. What is written in it is entirely up to you. It is important to understand that I do not **give** grades—you **earn** them.

You will have many opportunities to earn grades: homework, quizzes, tests, projects, etc. Each of these opportunities will be assigned a point value. You earn points for each correct response. The goal is to accumulate as many points as possible during the marking period. The more points you earn the higher your grade.

You will not see a 'minus' on your work, with one exception. If you do not follow instructions, you will lose 3 points from your final grade, regardless of the assignment type or size. If an answer you give earns only partial credit, you will see "+" followed by a number (for example, +2). Grades for completed assignments will be shown by writing the points earned/points possible (for example 9/10). You will only see letter grades on tests and report cards. Here is an example:

Student A	Assignment	Student B
0	Homework (5)	5
10	Homework (10)	10
5	Quiz (5)	3
0	Homework (20)	20
10	Quiz (10)	7
95	Test (100)	85
Points Earned: 120 Grade:80%	Points Possible: 150	Points Earned: 130 Grade: 87%

If you keep track of the points your earn out of the points possible, you will know exactly what your grade is at any point during the marking period. **DO NOT ASK ME WHAT YOUR GRADE IS.** Keep track of your scores or check the MMS portal.

It is very important that you communicate with me: both the good and the bad. Good times to see me are before school, after school, or if an emergency, during lunch. Use the calendar on the back bulletin board to sign for an "appointment" to meet with me. Of course, **you should never interrupt a class.** Or you can call me (697-7180) or email me at [mrschlosser@mrschlosser.com](mailto:mrschlosser@mrschlosser.com).

**Learn to take ownership for your education.  
How will you commit to your own learning?**

Missed a class? Forgot your homework assignment?  
Use your on-line resources @

**mrschlosser.com**

# IMPORTANT STUFF TO KNOW ABOUT STUDYING

A good technique to improving your reading and/or comprehension skills is the **SQ3R METHOD**

**Survey:** what is the reading about?

**Question:** what are some key concepts or objectives?

**Read:** have you actually read it? Or just glanced at it?

**Recite:** what are the answers to the questions from step #2?

**Review:** what was the reading about?

Here are some tried and true study strategies and helps.

## **Taking Notes**

- Prepare in advance
- Organize your material
- Use a note-taking system
- Listen for clues to important points
- Recognize and record main ideas
- Be selective and paraphrase
- Record all terms and definitions
- Write legibly
- Rewrite and review

## **Developing Listening Skills**

- Stay alert
- Follow directions
- Know the goal
- Look for main ideas
- Recognize supporting facts
- Listen for transition words
- Use time wisely
- Ask for help

## **Managing Self and Time**

- Organize a home study area
- Use a written schedule
- Break big projects into small activities
- Keep desk and materials organized
- Arrive early (to class)
- Don't procrastinate
- Complete assignments on time
- Ask for help

## **Reading Texts and Assignments**

- Read for meaning
- Give an overview
- Discuss new terms
- Promote self-testing
- Avoid assuming too much
- Paraphrase, personalize, and
- Underline and/or highlight
- Ask for help

## **Preparing for Tests**

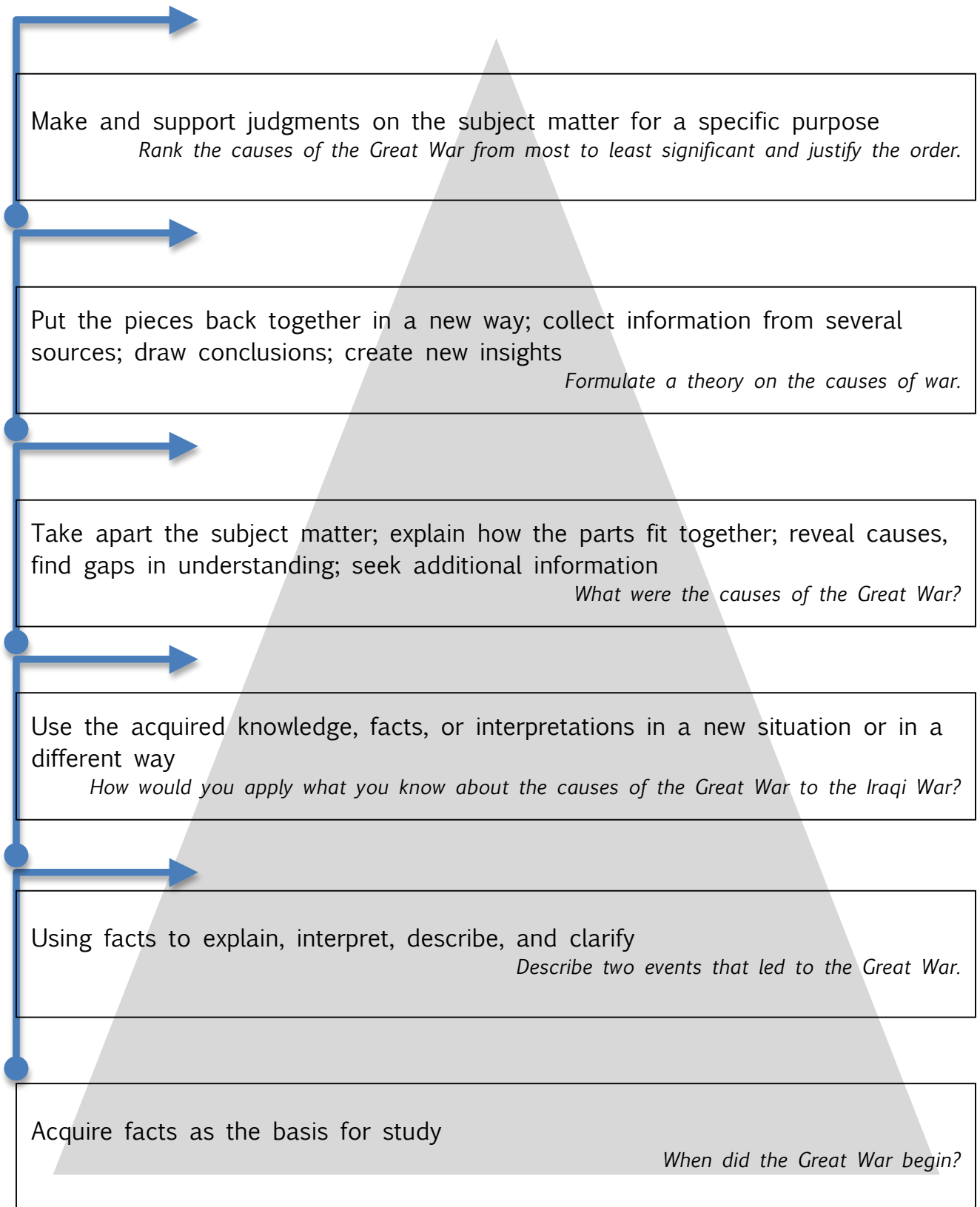
- Be positive
- Stay current with assignments
- Review on a regular basis
- Know what the test will cover (check the overview sheet if available)
- Avoid cramming
- Schedule study preparation time
- Ask for help

## **Taking Tests**

- Be organized
- Read and follow directions
- Scan the test and plan your time
- Answer the less difficult questions first, then go back to the more difficult ones
- Ignore other students
- Proofread answers
- Ask for help

# CRITICAL THINKING IN THE SOCIAL STUDIES<sup>1</sup>

Knowing is good, but understanding is better



<sup>1</sup> Adapted from "Critical Thinking In History", Social Studies School Service, Culver City, CA, 2004.