



## TEAM Policies and Standards

Revised Jan. 2012

Paly's TEAM Program strives to incorporate its core values – Connection, Leadership, Integrity and Perspective – into each child's education, in addition to academic skills and content. *All TEAM classes share the following policies and standards.*

### Homework Expectations

- Students are responsible for knowing where, how, and when homework is posted for each class, *and* they must maintain a daily/weekly written record of the homework (via the Paly planner).
- Extensions on assignments will not be granted unless the student has sought permission from the teacher *in advance*, both *in person* and again *in writing* to confirm. Students must understand the late work/extension policy of each TEAM teacher before asking for an extension.

### Class Work Expectations

- Students are expected to pay attention in class and keep track of handouts and notes. Handouts and other information for classes may or *may not* be available online.
- During class time, students are to be working only on the respective subject. Unless granted permission from the teacher, no work for any other class, no cell phones and no iPods may be out.

### Grade Expectations

- Students are expected to work to the best of their abilities – to challenge themselves but to seek help when needed before it's too late (*i.e.* use tutorial wisely!).
- Students are responsible for knowing the grading expectations, specific policy and scale of each class.
- Students will track their progress in each class and should check in with the teacher *immediately* if there is an issue.

### Personal Expectations

- At all times, students will display personal conduct aligned with TEAM's core values – connection, leadership, integrity, and perspective.
  - Connection: Students will strive to be kind, friendly and helpful towards peers.
  - Leadership: Students will strive to make a positive impact in their community by guiding themselves and others to make wise decisions.
  - Integrity: Students will strive to be fair and honest and to understand that everything they do and say reflects upon their characters.
  - Perspective: Students will strive to consider the perspectives of others, and maintain a sense of humility, before speaking or reacting.

### E-mail Etiquette

- All emails written to TEAM teachers must include a formal salutation, "Dear Mr. Sabbag," and closing that includes the student's name, "Thank you, Sally Student."
- Emails need to be edited for grammatical errors; they are to be written in a polite and professional tone.
- Assignments are *not* accepted via email.

- TEAM teachers reserve the right to share emails with other TEAM teachers, especially the student's teacher advisor.

### **Teacher Meeting Expectations**

- If you would like to request a meeting with all TEAM teachers, we recommend that you first contact the teacher of the subject area of main concern. If that teacher determines that a TEAM meeting is necessary, then that teacher will help you set up a meeting.
- TEAM teachers typically hold teacher-student-parent meetings on Wednesdays, during 7<sup>th</sup> period.