

**Basso's "Keeper" for Important Classroom Information**  
**Website: [bassowordnerd.weebly.com](http://bassowordnerd.weebly.com)**

<p><b><u>Daily Procedures</u></b></p> <ol style="list-style-type: none"> <li>1. Enter room quietly and take assigned seat.</li> <li>2. Copy down planner/agenda message.</li> <li>3. Begin working on bellwork.</li> <li>4. Wait for additional instructions.</li> </ol>	<p><b><u>Consequences</u></b></p> <ol style="list-style-type: none"> <li>1. Verbal warning.</li> <li>2. Signature on behavior card.</li> <li>3. Temporary assignment to another room.</li> <li>4. Referral</li> </ol>								
<p><b><u>Missing Assignments</u></b> – It is very important to complete and turn in all assignments on time. However, things happen and the idea is to do better every day. If you have a missing assignment, you are to ask Mrs. Basso for a <b>'Read With Me'</b> pass. Once a week, by appointment only, Mrs. Basso will have you come to class before school to read from a student provided book. <b>Points for the missing assignment will be given for:</b> student's willingness to take responsibility for the missing work, being prepared for the reading, and the reading aloud to the teacher and comprehension of the material read.</p>	<p align="center"><b>Basic Rubric for Daily Assignments</b></p> <table border="1"> <tr> <td data-bbox="831 718 980 907"><b>A+</b></td> <td data-bbox="980 718 1500 907">Above &amp; beyond assignment criteria. Attention to detail. Evidence of striving for perfection. Evidence of metacognition!</td> </tr> <tr> <td data-bbox="831 907 980 1012"><b>A</b></td> <td data-bbox="980 907 1500 1012">Work present. Answers correct. Neat, precise, evidence of attention to detail, shows pride in work.</td> </tr> </table>	<b>A+</b>	Above & beyond assignment criteria. Attention to detail. Evidence of striving for perfection. Evidence of metacognition!	<b>A</b>	Work present. Answers correct. Neat, precise, evidence of attention to detail, shows pride in work.				
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<p><b><u>Procedures for Absence from Class</u></b></p> <ol style="list-style-type: none"> <li>1. Upon return to class, turn in all assignments/homework due during absence.</li> <li>2. Copy down planner/agenda messages missed during absence.</li> <li>3. Ask a peer for handouts or notes.</li> <li>4. Check class website: <b><i>bassowordnerd.weebly.com</i></b></li> <li>5. Turn in work assigned during the absence according to Manatee County guidelines.</li> </ol>	<table border="1"> <tr> <td data-bbox="831 1020 980 1138"><b>B</b></td> <td data-bbox="980 1020 1500 1138">Work present/attempted. Portions missing. Incorrect answers. Some evidence of attention to detail.</td> </tr> <tr> <td data-bbox="831 1138 980 1243"><b>C</b></td> <td data-bbox="980 1138 1500 1243">Most of work is present/attempted. Grammatical issues. Incorrect answers.</td> </tr> <tr> <td data-bbox="831 1243 980 1390"><b>D</b></td> <td data-bbox="980 1243 1500 1390">Work attempted, but lacking criteria. Inconsistent or incomplete. Many incorrect answers.</td> </tr> <tr> <td data-bbox="831 1390 980 1507"><b>F</b></td> <td data-bbox="980 1390 1500 1507">Work barely attempted. Sloppy, inconsistent. Late, beyond criteria.</td> </tr> </table>	<b>B</b>	Work present/attempted. Portions missing. Incorrect answers. Some evidence of attention to detail.	<b>C</b>	Most of work is present/attempted. Grammatical issues. Incorrect answers.	<b>D</b>	Work attempted, but lacking criteria. Inconsistent or incomplete. Many incorrect answers.	<b>F</b>	Work barely attempted. Sloppy, inconsistent. Late, beyond criteria.
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<p><b><u>Cheating Policy:</u></b>          Cheating on assignments or tests will result in a zero for the assignment.  <b><i>Cheating includes</i></b>, but is not limited to: copying another student's work, allowing another to copy your work, talking or communicating in <u>any way</u> during tests, completing work that is due immediately before turning it in, and/or plagiarism.</p>	<p><b><u>Important Policies:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>BOTAP!</b> Be On Time and Prepared!</li> <li>2. <b><u>Find your place and your purpose, quickly and quietly.</u></b></li> <li>3. Respect yourself and others. Remember, personal space.</li> <li>4. Give 100% on all assignments, tests, and essays.</li> <li>5. Cell phones are to be off and out of the teacher's sight – not in your pockets!</li> </ol>								