

## **Frequently Asked Questions**

The following are questions that are frequently asked by students and parents. Please also refer to your respective course syllabus.

Q: When will I receive my quarter grades for this class?

A: The school calendar usually lists the dates when grades are issued to students. There is a short delay between the close of each grading quarter and the release of report cards.

Q: Do you release quarter grades early to students?

A: No, because a report card reveals additional information beyond your quarter average. It allows me to set aside comment(s) for parents and guardians, document absences, record tardy arrivals to class, and grade semester averages. Report cards also list your mid-term and final exams, as well as final year average for the class.

Q: If I am absent from class because of a funeral, a prolonged illness, etc., what should I do about work, projects, tests, etc. that I missed in my absence?

A: If you know that you will be absent due to a prolonged illness (such as mononucleosis), please call the Studies Office and ask for work from all your classes to be collected for home. This request assists all your teachers.

Q: Why is theology a class on my schedule?

A: In short, theology is the study of the science of God. Theology is a course of study that prepares the mind for mental discipline. Any future courses in law, philosophy, and the sciences will benefit by first studying theology. As well, students in a Catholic school should expect to study the beliefs of the Faith, including Sacred Scripture.

Q: Does an excused absence from class (field trip, athletic event, doctor appointment, etc.) mean that I am not responsible for work missed that day in your classroom?

A: You are fully responsible for all work that is covered each day and school week. Class does not come to a halt because you are absent. Check with a reliable classmate or friend about ongoing work during your absence.

Q: Can I bring work that is not stapled to class?

A: It is important to know that being in school includes far more than tests, writing papers, and going to class. Life skills are also important. Please be sure to bring all work to class, fully prepared for submission. Colleges and future employers do not want you unprepared for work, and that is a skill worth learning early. Please refer to your syllabus for details.

Q: Will you accept work that is on a CD or floppy disk in place of a hard copy?

A: Please bring all your work to class on paper. The “dog ate my disk,” or “the computer won’t read my file” will not serve as substitutes for on time and submitted work on paper. Plan ahead before you submit your assignments or projects. Please refer to your syllabus for details.

Q: How often do you change/adjust seating assignments?

A: Classroom seats are adjusted every quarter.

Q: What happens if I email my homework or projects instead of submitting them in person?

A: All work is due in class, on paper, on the respective due date unless I have made previous arrangements with you in person. Please do not trust the transmission of documents and information via email.

Q: Can I leave work under your classroom door or on your desk?

A: Please do not leave work in the classroom as it will be stepped on or thrown in the trash can. I have no way to verify that it was submitted.

Q: On my report card, the number of absences in your class does not match those recorded by other teachers. Why the discrepancy?

A: Be sure to double check for field trips and off-campus permits. If you leave mid-day, you may attend early classes and will be absent later in the day. Also, consider teacher or student absence due to illness. If you are still in doubt, check with the teacher to verify.

Q: What happens if my absence from class is unexcused?

A: Early vacations, long weekends, and extended vacations sound ideal but do not serve students well. I need the approval of the Studies Office for excused absences. All work that is missed due to an unexcused absence is graded at the score of "0%." Please refer to your syllabus for details.

Q: I've noticed that the comments coded on my report card are the same or similar each grading quarter. Why?

A: Often, teachers select the same comments. Comments are the fastest way to communicate a point or issue with parents/guardians. Comments can be very broad and less specific on occasion. If so, check with the teacher in question. In my class, comments focus heavily on test and quiz scores, homework, service hours, notebooks, folders, and performance in class. Comments for the 4<sup>th</sup> Quarter reflect my end of the school year observations about student work, attitude, and performance.

Q: Why is work submitted late not accepted?

A: Read the syllabus and please understand that unless you are absent, work is due on time. Colleges and future employers desire preparedness for work, and that is a skill worth learning early. Please refer to your syllabus for details.

Q: How many classes do you teach?

A: On average, I teach five classes.

Q: Can I see you during the day, outside of class, to answer questions or review material?

A: Certainly. Please see me and we will find a time and place that is ideal. I do ask that you please be on time and not stand me up for any appointments that we make.

Q: Midterms and finals are intended to be more demanding than unit tests or quizzes. When do you review for midterms and finals?

A: Unit tests are announced 5-7 days in advance. For your midterm and final, you will have advance notice, as well as necessary study guides. I will be available after school before major tests to review material. Please refer to your syllabus for details and study skills information.

Q: Where did you go to school?

A: Mount Saint Mary's College (Undergraduate Degree: Theology) in Emmitsburg, Maryland and The DeSales School of Theology (Graduate Degree: Theology/Church History) in Washington, D.C.

Q: Can I bring a tape recorder to class?

A: Please ask me in advance, and we will discuss the topic.

Q: What is the concern with a cell phone or digital camera in class?

A: Cell phones are amazing technology! They can be used, however, in the classroom for pictures and that is not acceptable at any time. Tests, papers, exams, etc. are not subject matter for photography. Additionally, using a cell phone in class at any time is not permissible or acceptable behavior. I will collect all phones that ring or chime (including instant messages) in class.

Q: For what reason must a contract be signed for this class?

A: Education is serious work. Contracts are a part of the world and business. Students attend Bishop O'Connell to work hard and achieve a measure of success. This includes your very best and my efforts as well. My classroom works as a partnership between student, parent, and teacher. The "glue" that binds this effort is respect. Contracts place in writing what is expected from all parties, including the role of the parent/guardian to serve as the primary educator in the home. I reinforce what parents teach at home.