Welcome to Mrs. Jantz’s 7H English Class!

*The Fundamentals of a Successful Year: Room 64 Rules, Guidelines, and* *Policies*

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**ROOM 64 RULES:**

1. **Be prepared and punctual for class.**

It is important to have all your materials with you when you walk in to Room 64. Please have the recommended following materials with you in class everyday:

-Three-ring binder with a divider labeled *English*

*-* ½ inch binder (used for writing folder that stays in the classroom)

-Assignment notebook

-Pens (blue, black and red)

-Pencils

-White board marker and eraser (an old sock works great!)

-College ruled paper

-1 Five (5) subject spiral

-Recreational Reading book of your choice- **You MUST BRING A BOOK EVERY DAY!**

1. **Show respect to yourself, others, and this classroom.**

This classroom is a place of support from your teacher and your classmates. For us to feel safe, comfortable, and supported, we must cooperate with one another and get the job done! You are expected to speak in a respectful manner to all students, teachers, and campus personal. Phrases like “please” “thank you” and “excuse me” demonstrate this. Name calling, put-downs, teasing or offensive language will not be tolerated!

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1. **Do everything you can to promote learning!**

As long as we learn, our minds continue to grow and we understand much more about this world. As your teacher, I will do everything I can to feed your brains! Please do not keep the teacher from these possibilities! Please do not interrupt your classmates as they share their thoughts, questions or ideas. Great examples of promoting learning are waiting to speak by raising your hand, being patient, listening, following directions, supporting your classmates, completing all assignments.

 **Another way I promote learning is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GUIDELINES FOR WRITTEN CLASSWORK AND HOMEWORK:**

1. All work must be completed on a 8 ½ x11” college ruled paper or in spiral (I will *always* let you know)
2. Use a sharpened pencil for all work, unless a pen is required.
3. All work must be neat and organized. **Holes, rips, tears will be given back for redo**.
4. Your work should represent your hard work and effort.
5. Always include a heading in the top right corner of your papers (Name, Date, Period)
6. Always include a title on the top line of all papers (Example: Chapter 4 Vocabulary page 1-5)
7. If allowed, you may type assignments. Details will be explained by the teacher.

Keep this page in your binder under “English”

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**POLICIES:**

 **Late Work**

* Full credit can be given if assignments are turned in on the due date
* **NO CREDIT** is given for assignments turned in late during that trimester
* Assignments given in the trimester will NOT be accepted after a new trimester begins
* If you are absent, you are given the number of days to make up work according to the number of days you were absent. For example, if you were absent 4 days, you have 4 days to make up work. Please see the school handbook for full description.

**Absences**

It is impossible to completely re-create classroom instruction and discussions through make-up work.  Therefore, regular attendance is essential to achieving success in this class.

* Per district guidelines, students have one day per each day absent to make up missed work.
* Homework that has been previously assigned is due upon the student’s return to school.  **Students who are absent the day before a previously announced test or project due date will be expected to participate or comply with the due date.**
* **If you are absent, it is your responsibility to obtain all make-up work.**  Use the class website or ask a classmate what you have missed during your absence.  DO NOT email the teacher to request homework. Come speak with me AFTER or BEFORE school regarding make-up work. Check the Absent Folder in the classroom before or after school or during lunch when you return, but please, do not ask me during class. **IT IS YOUR RESPONSIBILTY** to find out what you missed, complete all assignments and missed work according to the school’s policy.
* **Absent on a test/quiz day**: It is the responsibility of each student to make up tests/quizzes.  This may be done before school, after school, or during lunch; however, students must schedule a time with the teacher and **take the make-up tests/quizzes within one week of the absence in order to receive credit.**
* Students are expected to turn in all classwork and homework on the assigned due date.  MISSING ASSIGNMENTS WILL ADVERSELY AFFECT BOTH SCORES AND WORK HABIT GRADES.

**Grades and Citizenship & Work Habits**

| Mark  |  Minimum Pct % |  |
| --- | --- | --- |
| A+  |  100.0  |       |
|  |  |  |
| A  |  93.0  |       |
| A-  |  90.0  |       |
| B+  | 87.0  |       |
| B  | 83.0  |       |
| B-  | 80.0  |       |
| C+  | 77.0  |       |
| C  | 73.0  |       |
| C-  | 70.0  |       |
| D+  | 67.0  |       |
| D  | 63.0  |       |
| D-  | 60.0  |       |
| F  | 59.0  |       |
|  |  |       |

Academic grades are based on the following categories: homework, class work, tests, grammar packets, quizzes, projects (SSR Book projects, in-class group projects, etc.) essays, extra credit, and participation (participation in a group setting, self/ group evaluations, class discussion, Socratic Seminars, etc). All categories carry an even weight in the gradebook. Every assignment has a total number of possible points. Grades are based on points earned out of total points possible.

**I do not round up grades.**

The class citizenship and work habits grades will be based on the CVUSD guidelines. (E) Excellent, (S) Satisfactory, (N) Needs Improvement, and (U) Unsatisfactory. No materials, tardies, missing assignments, talking, disrespect, etc. will effect citizenship and work habit grades negatively. Completing work on time, having a great attitude, and choosing to listen and be respectful in class will effect citizenship and work habits positively. For full explanation and description of E, S, N and U, please see the Sycamore Student Handbook. My classroom policy is below:

|  |
| --- |
| * For every **2** Work Habits infractions (incomplete, and/or missing assignments, missing materials, sloppy work) in the grading period, the student’s Work Habit grade will be lowered 1 Work Habits grade. (Example: 2 infractions=S, 4 infractions= N, etc)
* For every **2** Citizenship infractions (detention, tardy to class or activity, talking, disrupting) in the grading period, the student’s Citizenship grade will be lowered 1 Citizenship grade. (Example: 2 infractions=S, 4 infractions= N, etc)
* Academic Dishonesty- per CVUSD policy, students in 7th grade who deliberately attempt to misrepresent another’s work as their own including unauthorized communication during tests, copying, allowing another to copy, using prohibited notes or devices, plagiarism, or submitting papers that are not one’s own work will receive the following consequences:

+ receive “F” or “zero” for the work in question+ notify parent and administration+ receive a lowered citizenship grade. Second infraction will include all of the above and student’s citizenship grade will be lowered to Unsatisfactory for the grading period. |

**CURRICULUM:**

This year secondary teachers in CVUSD will be piloting textbooks to eventually be purchased and adopted. These are the textbooks we will be using in 7th grade:

 \*August-January- Houghton Mifflin Harcourt. California Collections, 2016.

 \* February-June- Pearson. My Perspectives. 2016.

In addition to the textbooks, other adopted and/or CVUSD approved curriculum will be used this year in 7th grade Honor’s English:

Holt. Literature and Language Arts. 7th grade

Dickens, Charles. A Christmas Carol.

Shakespeare, William. A Midsummer Night’s Dream.

Google Docs

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**My contact information:**

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\*Email will change soon to gjantz@conejousd.org. Date TBD pending district name-change procedure.

Keep this page in your binder under “English”

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**Turn this Page into your teacher!**

After you have reviewed the rules, guidelines, and policies of this class, please sign below and turn in this page only to your English teacher. Keep the rules, guidelines and policy paper in your binder in order to reference it throughout the school year.

I understand the guidelines, policies, and rules of this class:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name & Signature Date

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Parent Signature Date

I LOOK FORWARD TO A GREAT YEAR WITH YOU! –Ms. Jantz