**Ms. Reinert’s**

 **7th Grade English, Class Syllabus**

**I Class Guidelines & Procedures:**

1. This will be a respectful classroom.

1. Students are expected to behave in a respectful manner toward their teacher and classmates.

Be Polite! Be Prompt! Be Prepared! and... Be Productive!

3. There is a **ZERO TOLERANCE** policy for disrespectful behavior & disparaging remarks.

**II Class supply list:**

 1 – Marble composition notebook (college ruled).

 1 – Packet of 3 hole-punched, loose leaf, filler paper (100 ct. Min.)

 2 – Hard cover 1” binders (ELA prep & notes/handouts)

 2 – Boxes of (blue/black) ink pens (Non-click ONLY).

**III Lateness:**

It is the student’s responsibility to be on-time for class.

1. Lateness is ***not*** tolerated, as it is disrespectful and distracting to your instructor and classmates.

2. Students who are **NOT IN THEIR SEATS** at the sound of the bell are marked late for class.

3. HOWEVER… students should ***NEVER*** enter the classroom without a teacher present!

**IV Attendance:**

It is the student’s responsibility to attend class.

1. In order to maintain successful academic progress, when absent, students should contact their

instructor IMMEDIATELY regarding missed homework, classwork, notes, and/or instructions.

2. Please consult item XII on this syllabus for your instructor’s contact information.

3. Students who attend school, but miss a class for a legitimate reason (i.e.: lessons, sports… etc.)

**ARE STILL RESPONSIBLE** for the assignments issued or due that day.

4. Students who are **LEGALLY**absent from class 28 days will **NOT** receive academic credit.

**V Fire Drills:**

Fire drills are scheduled for the student’s safety and should be taken very seriously.

1. Students are to remain with the class. **Attendance will be taken every 15 minutes!**

2. Any student not present for an attendance check will be written up for cutting class on that day.

**VI Locker, Nurse & Restroom Passes:**

1. Only one student will be permitted to leave the classroom for any reason at any given time.

2. Restroom passes will only be permitted at the very beginning of class.

3. If you are suddenly ill… excuse yourself to the restroom/nurse and follow up with me ASAP.

**VII General Heading for all Assignments:**

All major assignments must be typed in a legible 12 pt. font, and double-spaced with 1” margins.

**Name:** Jane/John Doe **Date:** February 2, 2012

**Teacher’s name:** Ms. Reinert **Course:** English, 7 – Period 9

**VIII Grading Policy:**

Students begin each quarter with a grade of 100%. A computerized program is used to calculate each student’s average grade, and students will be provided with detailed progress reports regularly.

 Major Assignments (Exams & Projects) = **50%**

 Quizzes & Classwork = **40%**

 Homework & Participation = **10%**

**IX Homework, Class Participation & Preparedness:**

1. Homework is assigned 2-3 times weekly and is due at the **START** of class.

2. Class participation is based on student **preparedness\*\*** & a sincere willingness to participate.

3. All students have the ability to receive a participation/Preparedness grade of 100%.

 **\*\*Preparedness** (prepared for class) includes, but is not limited to the following stipulations:

 A – Being present and on time for class.

 B – Having class and homework assignments completed on time.

 C – Bringing necessary materials to class (I.e.: Text book, notebook, pen/pencil, etc.).

 D – Leaving cellular phones and **ALL** other electronic devices **at home.**

**X Major Assignments - Exams & Projects:**

1. Students will be provided with ample class/lab time in order to complete major assignments.

2. Major assignments must be completed by their due date in order to receive full credit.

**XI Extra Help & Office Hours:**

1. Extra help is available Tuesday & Thursday mornings from 7:40-8:10am in the cafeteria.

2. Office hours are held Monday afternoons from 2:45-3:15pm in room 220.

3. Additional extra help sessions may be scheduled as per teacher/student agreement.

**XII Important Contact Information:**

1.The Main Office phone number is: (631) 687-6800.

2. My school e-mail address is **Creinert@pmschools.org****.**

3. Our class website is located @ **<http://reinert.weebly.com>**

\*\* Please feel free to contact me through e-mail when you are absent.

\*\* E-mail is the fastest way for parents to communicate with teachers regarding student progress.