**Ms. Reinert, English**

**Class Syllabus – Oregon Middle School**

**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 – Pack of Post-it-note flags (5 color min.)

 1 – Box of tissues **or** Tub of Clorox disinfectant wipes.

 1 – Package of Wite-Out Tape (2ct. min.). May be used with other classes.

1 – USB drive (size = 4gb min.). *Does not need to be new.* May be used with other classes.

 2 – Hard covered binders (2” min.). One of which may be used/combined with other classes.

 2 – Boxes (packs) of NON-CLICK blue/black ink pens.

**III Lateness:**

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

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

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

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

**IV Attendance:**

1. It is the student’s responsibility to attend class.

2. 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.

3. When absent, in order to maintain successful academic progress, students should check the class website IMMEDIATELY regarding missed homework, classwork, notes, and/or instructions.

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

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

**V Fire Drills & Lock Down/Lock Out Drills:**

1. All drills are scheduled for our students’ safety and should be taken very seriously.

2. Students are to remain quiet and with their teacher/class at ALL times during a drill.

3. Any student not behaving appropriately during a safety drill will be sternly disciplined.

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

**Your Name:** Jane/John Doe **Date:** September 3, 2005

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

**Name of Assignment:**  Study Guide – *THE CAY*

**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.

1. Major Assignments (Exams & Projects) = **60%**
2. Quizzes & Classwork = **30%**
3. Homework & Class 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.

 **\*\*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. Saxton MS: Extra help is available Tuesday & Thursday mornings from 7:40-8:10am in Rm. 223.

2. **Office Hours** are held @ Oregon MS Tuesday afternoons from 2:45-3:15pm in Rm. 220.

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

**XII Important Contact Information:**

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

2. Mrs. Ottavio may be reached at **Mottavio@pmschools.org****.**

3. Our class website is located @ [**www.reinert.weebly.com**](http://www.reinert.weebly.com)

4. Sign up for Remind101 messages – Text: **@g7220** to: **81010**

\*\* Please feel free to contact me through e-mail when you are absent. E-mail is also the most effective way for parents to communicate with teachers regarding a student’s academic progress.