**Ms. Rummel’s Rules, Expectations, and Procedures**

**English 2**

**Classroom Rules:**

1. Respect. Treat yourself, me and others with respect.
2. Allow me to teach. Allow others to learn. We are all valued in this classroom.
3. Be to class on time, every day. (This is part of respecting my time and that of your classmates.)
4. Always sit in your assigned seat. We need to ensure accurate seating charts.
5. Electronic devices should remain turned off and put away, unless otherwise directed for a class activity.

**Attendance/Tardies:**

Much of the learning that takes place in this course comes through the discussions and activities that occur every day in class. Therefore, it is vital to your success to be here. If you are absent, check Teams agendas and Teams resources including Teams chat bellringers, exit reflections, and assignments. Meet with me during office hours if you have questions.

**School excused absences will not be counted against you.**

**Make Up Work:**

It is your responsibility to make up any missed work resulting from any absences. I will not chase you down to deliver missed assignments. Please check Teams or meet with me during office hours. My office hours are 7:00-7:25 and 2:20-2:50 M, T, W, and Th or by appointment from 3:00-3:45. If you send me an email or a chat, please note that district policy affords teachers 24 hours to respond.

**Late Work:**

**Late work will only be accepted for full credit if you have an excused absence.** If you are absent on the day an assignment is given you will have two days from the time of your return to complete the assignment and hand it in. If you are gone further consecutive days, you will be given one day for each day of absence thereafter. If you are absent on the day an assignment is due, then it is due immediately upon your return. Otherwise, all assignments are due on the assigned date in our class period. I reserve the right not to give credit to any classwork or assessment that is more than a week late. If I do accept work that has been handed in more than a week after the deadline, it will be on a case-by-case basis with no opportunity for the student to receive full credit. **NO** late work will be accepted in the final week of the quarter or after the quarter has been completed. **All quizzes or tests must be scheduled with me and made up within one week after returning from any absence or you risk receiving a zero. Communicate with me if you are having troubles.**

**Re-Work Policy:**

It is my belief that assignments should be about learning, not just about receiving a grade. Put into practice, this involves revision and re-learning. Therefore, significant writing assignments are open for re-work as long as they are handed in on time and complete. All re-work is due back within one week of receiving a grade. Revisions cannot gain back late work deductions. **Please be advised that I rarely offer extra credit. When offered, extra credit is usually to foster school involvement for a special activity. And when offered, extra credit will be equally available to all students. If you are attending class and putting forth your best effort, you will not need extra credit.**

**Plagiarism and Cheating:**

Cheating is turning in work that is not your own effort, giving your work to others on a test or individual assignment or using a cheating device. Plagiarism is taking the ideas or written words of another and claiming them as your own work. Both are unacceptable and consequences will follow the guidelines as stated in the handbook.

**Remind**

Remind.com is a safe way for teachers to text message student reminders for assignments, tests, materials, etc. It allows for one-way text messaging, but keeps cell phone numbers hidden. Instructions for sign-up will be available in class.

**Supplies:**

You will need the following materials for class. Bring them every day.

1. Pencils/pens
2. Spiral or composition notebook or loose leaf paper
3. Highlighters (at least 3 different colors)
4. Any book or text that we are currently studying
5. Chromebook or laptop fully charged

**Grading:**

“A” – Indicates superior; exceptional achievement

 A 100-91% A- 90.99-90%

“B” – Indicates above average work

 B+ 89.99-88% B 87.99-82% B- 81.99-80%

“C” – Indicates average work

 C+ 79.99-78% C 77.99-72% C- 71.99-70%

“D” – Indicates below average work; barely meeting requirements

 D+ 69.99-68% D 67.99-62% D- 61.99-60%

“F” – Indicates failure, no credit earned

F 59.99% or below

Most major assessments will be graded based on rubrics and answer keys and given a final letter and percentage grade. Short and more informal classwork assignments will be graded on a check mark system.

✓+ Exemplary, exceeds expectations 100%

✓ Proficient, meets standard 80%

✓- Incomplete, does not meet standard 59%

 --- 0-50%: Less than 50% of the work is done and/or the work is of extremely poor quality

**Your final grade will be determined by the following:**

Daily Class Work 45% **Semester Grades:**

(vocabulary, independent reading, 45% Quarters 1/3

writing prompts, graphic organizers, 45% Quarters 2/4

close reading, etc.) 10 % Semester Test

Assessment 45%

 (significant writing, quizzes, and tests)

Participation 10%

 (bell ringers, exit reflections, class discussion, group cooperation, behavior)

**Grade Checks:**

You and your parents will be able to view your grades at any time through PowerSchool. Follow the following link to gain access: <https://ps.hsd1.org/public/home.html> . Or from the district website click on parent access under PowerSchool. Either will take you to PowerSchool and will ask for your password and log in.

**Communication:**

Tricia Rummel

English/Language Arts

Capital High School

100 Valley Drive Helena, Montana

Classroom 102

Phone: 406-324-2542

Email: trummel@helenaschools.org

Ms. Rummel’s Student/Parent Contract

Please sign and return to me by email or hardcopy by September 14, 2022. Students will receive a grade for turning in the signed form by the due date. District rationales for novels can be found here:

<https://helenaschools.org/departments/curriculum-and-instruction/english/>

\*I give permission for my student to read and view all listed material in the syllabus. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please initial)

I give permission for my student to use the Remind app so that they may receive reminders about important class information. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please initial)

\*I understand that cell phones should be turned off and put away during class. By initialing here, I acknowledge that my student’s cell phone may be confiscated if he/she uses it during class without permission. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please initial)

I have read and understand Ms. Rummel’s expectations and agree to comply with the rules and guidelines of her classroom.

(Student Name –Please Print)

(Parent/Guardian Name –Please Print)

(Student Signature)

(Parent/Guardian Signature)

Parents/Guardians: Please take a moment to fill out the following information. Please provide a current email address and phone number to reach you at regarding your student.

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments for me about your student: