

# Welcome to Reading & Writing Workshop

## 2014-2015 Class Policy and Information Sheet

Mr. Green

Room 119

Periods 1, 2, 4, 6, 8

614-846-7616

E-mail: [green@horizoncolumbus.org](mailto:green@horizoncolumbus.org)

Website: <http://hsagreen.weebly.com>

Facebook:

[www.facebook.com/hsagreen](http://www.facebook.com/hsagreen)

Twitter:

[www.twitter.com/hsagreen](http://www.twitter.com/hsagreen)

Scan the QR code with your Smartphone to access the class website.



### Class Description

Reading & Writing Workshop is a freshman-level course designed to provide the tools to become proficient writers academically and professionally and critical and analytical readers of literature and informational text.

### Supplies

- 1inch binder
- Pens /Pencils
- Loose-leaf paper
- 5 dividers
- A Flash Drive/ Jump Drive
- 2 Composition Notebooks
- Highlighter

**All students must have a working e-mail address. If they do not have one, I would highly recommend Gmail (<http://mail.google.com>).**

### Class Rules

- 1) Arrive to class on time and prepared
- 2) Be respectful of yourself, others, and this place
- 3) Participate!

Consequences include verbal warnings, lunch or after school detention, parent/guardian contact or conference, and meeting with the Deans of Students for disciplinary action.

Throughout the class, we will be discussing various current events, social issues, and other topics. Please be respectful of the feelings and beliefs of others and come with an open mind. Room 119 is a safe place for all students to share their opinions and experiences and be heard.

### Attendance

To perform well in any class, you must attend as much as possible. Attendance will be taken on a daily basis and you must be in the room before the bell rings to be counted present. If you miss class, check the class website or the database. Tardiness will not be tolerated and will result in detention and other disciplinary action if needed.

## Textbook

This class does not have a school-provided textbook. Your class binder is the primary textbook for the class. It is your responsibility to maintain your binder and have the necessary tools to succeed in class. **Your binder is only for this class.** The binder must have five tabbed dividers labeled in the following order: Handbook, Bell Work, Handouts, Notes, and Data Notebook. There will be monthly binder checks worth 100 points each.

The other text used for this class is *Grammar Girl presents The Ultimate Writing Guide for Students* by Mignon Fogarty. Bring this book to class every day.

## Tutoring

If you need help with this class or for writing help for other classes, feel free to stop by for tutoring. Tutoring is available 5<sup>th</sup> period or after school by appointment.

## “Bring Your Own Devices”/Technology Policy

You are encouraged to use your laptops and tablets for this class on assigned days. Cell phones and iPods are to be powered off or silent and put away during class unless you are given permission to use it. Headphones are not allowed at any time and you are not allowed to charge your cell phone/iPod. Any phones or devices used without permission will be taken for the remainder of the school day or given to the Deans of Students for disciplinary action.

## Assignments and Grading- check your grade at [grades.hs.horizoncolumbus.org](http://grades.hs.horizoncolumbus.org)

Grades are based on total points and are calculated using tests, quizzes, essays, homework, journals, projects, participation, Binder Checks, and class work. Major assignments (test, project, or essay) will be given after most units. Pop quizzes will be given at my discretion. All homework must be placed in your class mailbox at the beginning of class for it to be considered on time. ***No late assignments will be accepted.*** If you are absent or there is an extenuating circumstance, please contact me as soon as possible. Make sure you check the class website and School Database for notes and assignment information.

## Academic Honesty

Academic Dishonesty, or cheating and plagiarism, is not tolerated. If you are found to be involved in cheating and/or plagiarism, you will receive a zero grade for the assignment and will be reported to the Deans of Students for disciplinary action.

## Class Passes

You are allowed to use three passes per quarter unless it is an emergency. You will have five minutes to return to class. If you return later than five minutes, you will lose all pass privileges for the remainder of the quarter.

**You must have your agenda/planner to leave class for any reason.**

## Extra Credit Options

Here are your extra credit options offered for this class:

- Purchase supplies for the classroom (limit 10 per year): 2 points each
- Parent/Guardian attends Parent-Teacher Conferences: 10 points
- You attend Parent- Teacher Conferences with your parent/guardian: 20 points
- Bonus point questions on assignments (will be added into assignment score)
- Attending an After-School Event (points determined by teacher)

The rules and policies of the class syllabus can be changed without notice

## Reading & Writing Workshop Class Policy Pledge

**\*\*\*\*Please return the entire page to Mr. Green\*\*\*\***

As a student of Mr. Green's Freshman Writing Class:

- I understand the class regulations:
  - I must arrive to class on time and prepared. Excessive tardiness or unpreparedness will result in a call or e-mail home.
  - Respect myself, others, and my classroom and the beliefs and opinions of those in the room.
  - To be effective in Mr. Green's class, I must be an active participant.
- My binder is my primary textbook for this class and it is my responsibility to have one solely for this class and maintain it accordingly. I am also responsible to have my own copy of *Grammar Girl presents The Ultimate Writing Guide for Students* and bring it to class every day.
- I need to be in class to succeed and it is my responsibility to retrieve missing work and notes.
- Tutoring is available and it is my responsibility to seek it from Mr. Green or another member of the English Department.
- No electronic devices are allowed in Mr. Green's class unless prior notice is given and will be taken if seen.
- My grades are based on total points given and late assignments are not accepted. If there are any extenuating circumstances, it is my responsibility to inform Mr. Green immediately using any means provided.
- Cheating and plagiarism are not tolerated and I will receive zero credit for the assignment and disciplinary action from the Deans of Students.
- I have three passes per quarter to use the restroom or leave the class. If I do not return in a predetermined time period, I will lose my privileges. I must use my agenda/planner to leave class for any reason
- Extra Credit is a privilege and not a right. The methods to receive extra credit are given in the syllabus.

As a parent, I pledge to be an active partner with my student and Mr. Green in providing the best possible support for my student's success. I can achieve this by being accessible via phone or internet throughout the year to maintain contact with Mr. Green and providing as much assistance as possible to give my student the best chance of success in Reading & Writing Workshop. I understand that I am a partner in my student's education and my influence is vital in the future success of my student.

Student Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_