

CLASS POLICIES FOR 122: Klister

Dear Parent,

I look forward to teaching your student this semester. Your student appreciates your interest and encouragement, and so do I. If you would like to discuss your child's learning with me, please e-mail me at cklister@spx.org. If you want to me reply by phone, please leave a telephone number and a time when you can be reached at that number. You may refer to my website through the school home page for the course syllabus, class policies, and course assignments. You can keep current in knowing your child's grades by supporting me in having him or her keep an accurate, up-to-date grade log.

Would you please read and sign the accompanying signature sheet? Thank you.

Dear Student,

I am glad to teach you. I wish to help you learn as much and as well as you can. The purpose of the policies and procedures I describe below is to support that kind of learning.

Because you and I are members of the St. Pius school community, we are bound to be persons of integrity and honor, to have respect for ourselves and others, to respect learning, to cooperate with others, to respect the physical environment in which we live. Because our school motto is "We are the Lord's," we are called to an even higher living, one that includes faith, hope, and charity.

What I have just described is the spirit behind the school's rules of discipline, and following those rules is a specific way to support the above kind of life. As your teacher, I adhere to all the material in the Student Handbook in regard to policy, rewards, and punishment. I expect that, as a member of this community, you will choose to keep those rules and, in doing so, choose also the rewards and punishments.

Learning brings much deep and lasting satisfaction and, often, joy. However, learning is not always easy. Preparing for class every day and trying to do your best requires a certain kind of courage. Much of the satisfaction and joy results from consistent and hard work. I hope that learning brings you much satisfaction and joy this semester.

1. Come to class each day with a purpose to learn. Signs that you have come to learn will be
 - a. having done the work assigned for that day,
 - b. having brought all required materials,
 - c. using your initiative to begin class by being quietly ready for prayer and in your seat when the bell rings for the beginning of class.
2. **It is essential that you meet all reading deadlines** if you are to learn in class. Not having read the material will prevent you from learning in that class and from participating in discussion and other exercises we may do with that reading.
3. Ordinarily, late work will not be accepted. If you foresee difficulty in meeting a deadline, I expect you to tell me that **ahead** of the deadline; if possible, I will work with you. If you turn in an assignment late without my permission, there are consequences. I may not be able to grade it until I finish my other work. You might not get it back in time to profit from my evaluation. It will receive a lowered grade; usually, it will drop one letter grade for each day it is late.
4. I require that you keep a grade log for this course. Please take responsibility for keeping it accurate and current. You should always know how you are doing.

5. **All handwritten work you turn in for grading must be done in ink and on looseleaf.** Use only dark blue or black ink. You will use pencil only for scantron quizzes. Do not use looseleaf that you need to tear out from a spiral notebook.

6. Sometimes you will develop a paper using the process of free writing, drafting or composing, revising, and editing. For those papers and for any paper prepared outside of class, you must turn in a minimum of two drafts. You must turn in all drafts along with the final, polished version.
 - a. Anything written outside of class must be typed.
 - b. All typed copy must use 12-point Times New Roman type.
 - c. All typed copy must be double-spaced.
 - d. Refer to the *MLA Handbook for Writers of Research Papers* for other format directions, such as the heading of a paper, form for citations, *etc.*
 - e. You will receive additional directions for typing the final draft when you are assigned your first paper.

7. When you want help or a conference, I am available to see you at **periods 4 and 8** as well as **after school**. Please be in the room when the bell rings. When you need extra help, I expect you to tell me so that I can give you all the help you need.

8. You need to schedule **make-up quizzes** during **period 8 or after school**. You need to schedule **make-up tests after school**.

9. When you need to make up work or have a conference, **please sign the calendar on my desk** so that I can reserve that time for you. Find the day you want. In that space, sign your name, the period you will be there, and a brief note telling me what I need to have ready for you (examples: J. Crane, per.3, vocab. quiz 2; **or** R. Muelmans, 3:05, vocab 3).

Would you please read and sign the accompanying signature sheet? Then return it to me. Thank you.