

Hopewell Middle School

Dear Parent/Guardian,

Welcome to the 2018-2019 school year at Hopewell Middle School. My name is Ms. Fleet and I am the US History teacher for Team 8-3. Your student is enrolled in my class and I am looking forward to getting to know him or her. I am also looking forward to a challenging yet successful school year.

Please take a few minutes to read this syllabus, as it contains information regarding classroom expectations, school and district policies, and contact information.

Daily Expectation: I am asking that students follow the guidelines below

My Classroom Expectations:

Be on Time	-Arrive to class on time -Take your assigned seat immediately -Follow directions on the whiteboard/begin Warm Up
Be Prepared	-Bring a writing utensil -Participate: raise your hand -Bring your notebook/binder everyday
Be Respectful	-Listen carefully for directions -Treat others the way you want to be treated -No food/gum -No cell phones in class unless given permission
Be Positive	-Be open-minded -Always put forth your best effort -Take pride in your work
Be Honest	-Ask for help when needed -Do your best -No cheating

Corrective Consequences for Breaking the Rules:

- Verbal warning
- Student conference and I call your parent
- Sent out of class, parent conference (phone or in person), and detention
- Referral and detention

Daily Procedure:

- As soon as you come into class, pick up any handouts that are on the table
- Read the board and follow the instructions
- You are to be on time, in your seat, and ready to learn when class starts.
- At the end of the period, you must clean up any mess you made and put desks back in their original order.
- I AM THE ONE THAT WILL DISMISS YOU, AND NOT THE BELL.** You will only be dismissed once everything is in order and everyone is in his or her seat.

*** Even though I have outlined the classroom rules, procedures, and plans, I reserve the right to adapt these as needed. If you have any questions about the syllabus, then please ask.**

Grading Policy: 6 week grades will be calculated as follows

Major Grades: 60% (we will have at least 3)

Quizzes: 20%

Daily Work: 10%

Homework: 10%

Re-Takes:

If a student scores below 70 on a quiz or test, he or she will have 4 school days, once they receive the graded assignment, to retake/redo it for a maximum of 70 points. Late assignments may NOT be re-taken/re-done.

Extra Credit:

Extra credit opportunities will be announced as the year progresses. If you have other extra credit ideas, please ask. All extra credit points are at the discretion of the teacher. Do not ask me to make exceptions for extra credit opportunities, as I must be fair across the board.

Late Work:

You must pick up a request for extension paper. This will tell us when you are planning on turning it in. If you turn it in and hit the deadline you can receive 100%. The late work will have to be FULLY completed and turned in ON the day you requested. You can request up to 5 extensions per 6 weeks with each teacher. Each teacher will have this form in their room.

Labeling Your Paper:

- Label the upper right hand corner of the paper.
- Write your first AND last name. No names on your homework will result in a loss of 5 points.
- You MUST write the class period.
- Write the date. If you were absent, write the date the work was assigned, and write "absent."

Turning in Work:

- All assignments are due at the beginning of class.
- If it is not ready to turn in when you walk in the door, it is late.
- If you need to turn in corrections, absent work, or late work, you must turn it into the appropriate class period tray. Label your assignments correctly to ensure you receive credit.

Returned Work:

- All work should be kept in your binder, notebook, folder.
- Do NOT throw away returned work!
- If for some reason, my gradebook indicates that you have a missing assignment, or your grade has been entered incorrectly, your returned work is your only proof that you have completed the assignment.

Absent/Make-Up Work: When a student is absent, it is the **student's** responsibility to pick up missed assignments. Due to limited instructional time, students should NOT ask for their make-up work during class. Appropriate times to ask for make-up work are during Advisory, before school, or after school. **In order to make up the missed instruction, students should schedule a time to meet with their teacher.** An absence will require a tutorial session. Students should collect their work from the designated area on the day they return to school. Per district policy, a student has one day for every day absent to submit make-up work. For example, if a student is absent for 3 days, he/she has 3 days to turn in missed assignments. Any work not turned in within the allotted time will be considered late. Extra time may be allowed in extenuating circumstances. When you return from your absence, your job is to retrieve the materials that have been placed in the file folder for the date(s) you were absent.

Tutorials:

- I coach volleyball after school through October. Once they're over I will announce my official after school tutorial schedule.
- Otherwise it is before school as needed.

Academic Dishonesty:

- If you allow someone to copy your work, you BOTH earn a zero with NO opportunity for corrections.
- If cheating or plagiarism occurs, a referral will be given, and you student will earn a zero for the assignment.

Best Way to Contact Me:

- Email: rebecca_fleet@roundrockisd.org
- Work Phone: 512-464-5295
- Website: <http://fleethistory.weebly.com>

Materials:

Students will need to have the following items with them every day

- Pencil bag: pencils, scissors, markers, highlighters, glue stick, scotch tape
- 3 subject spiral
- One pocket folder with brads that will contain the student's extra handouts

Website:

-Students and parents can find important documents and other helpful resources on my website. Please check the website frequently. Announcements and important dates are listed along with the weekly agenda and homework. Feel free to email me if there are any questions about a project or assignment. My website can be found at: <http://fleethistory.weebly.com>. I update this every Sunday with the weekly agenda. I always post the Notes, reviews, or homework under the "Notes" tab.

Remind101:

- Please sign up for Remind101. It is a beneficial way for you to find out information about my class, homework, tests, and projects.
- You can find this information at the bottom of my email or my website under the "Links" tab.



