



Mrs. Katz's Literature Syllabus

Needed Materials

Book cover
Index cards
Blue or black pens
#2 pencils
Folder

Notebook or binder
Paper (a lot of it)
Poster Boards

Recommended:
Flashdrive

Grades

For the most up to date **online grades** refer to Monday's grades.

Late and absent work cannot be expected to be updated upon submission.

I do not offer **extra credit** at the end of quarters or semesters. Any extra credit will be offered throughout the course at my discretion.

Book Policy

Throughout the course of the year students will be given textbooks and reading books that they are responsible for maintaining.

Book Cover: Textbooks are to be covered with a book cover that will protect the binding and edges.

Damage: Any damage to a reading book or textbook will result in a replacement or repair fee that must be paid in order to receive report cards or special privileges (such as field trips or events).

Vocabulary Books: Loss of a vocabulary book will result in a replacement at the cost to the student/parent. One week without a vocabulary book will result in automatic replacement.

Writing Policy

Plagiarism: In addition to the Student Handbook's disciplinary procedure on plagiarism, students will be give a double "0" for plagiarized work.

Typing: All papers must be typed on a word processor. Students without access to a computer and printer at home must make prior arrangements to use school computers.

Printing: Students must have a **hard copy** of their paper to submit to meet a deadline. Students wishing to print at school must print before school, at lunch, or after school. They will not be permitted to print during class time (they will miss class instruction).

Proofreading: Students who wish to have their essays proofread by me must submit a completed essay two days prior to the deadline to give me time to review them.

Homework

Students will have homework on a regular basis.

Students are to use **pencils or blue or black pens**. Work written in pink, purple, green, etc. will not be accepted.

Any assignments without a name will be marked down by 10%. Assignments without names hamper organization and evaluation.

Assignments that are incomplete will not be accepted. All assignments must be complete and legible.

All assignments and answers must be in **complete sentences** unless otherwise stated. Assignments without complete sentences will be deemed incomplete.

Late work will not be tolerated. Refer to the Homework Policy in your Student/Parent Handbook.

Discussion questions, drafts, and other stated assignments must meet deadlines as they are important in class participation and evaluation and/or are given with the intent of time management. No assignments of this type will be accepted after the due date.

IM speech and slang will not be accepted in the classroom. Any assignment or answer containing abbreviations including, but not limited to, "2", "u", or "b/c" will be considered incomplete.

Absences

Limit: Students are not permitted more than 10 absences per semester. If a student exceeds their absences they will have to make time up in order to receive credit or appeal to the administration for an exception. Three tardies is equivalent to one absence.

If you are absent you are responsible for getting your make up work from the absent bin. Should you have any questions regarding the work it is your responsibility to ask for assistance.

Absences do not extend all deadlines. Major projects will only be given extended deadlines under special circumstances.

Assessments

Resubmissions: Students will be able to resubmit major projects and essays for an improved grade. Students will have one week from the date the project/essay was returned for resubmission. The original project/essay must be submitted with the new one. Resubmitted assignments will not exceed 89%.

Test Retakes: Students will have the opportunity to take assessments over to show mastery of content. Students will be able to retake tests up to one week before the close of the marking period. Before students sit for a retake they must meet with me to cover the material again. The retake will be in a new format.

Classroom Discipline

Classroom Suspensions: Before a student is referred to the office for discipline they will have a classroom consequence and go through steps with me. Students who are unable to be respectful toward me or their peers will not be able to be in my classroom. Students who are disrespectful will be given a classroom suspension. Before they are able to return to the classroom they will have to have completed a task or assignment. While they complete this task they will spend class time in the office (or other designated space). Students with a classroom suspension are responsible for all missed materials.

Grade Weights

Language Arts 8

- Quarterly Grades
- 25% Writing
- 25% Test
- 25% Homework/Class work
- 15% Quizzes
- 10% Participation

World/Western Literature

- Quarterly Grades
- 30% Writing
- 25% Test
- 20% Homework/Class work
- 15% Quizzes
- 10% Participation

American/British Literature

- Quarterly Grades
- 30% Writing
- 25% Test
- 15% Homework/Class work
- 15% Quizzes
- 15% Participation

Semester Grades

Middle School	High School
Each Quarter 45%	40%
Exam 10%	20%

(detach and return)

Student

_____ (Print)

_____ (Signature)

Parent/Guardian

_____ (Print)

_____ (Signature)

Parent/Guardian

_____ (Print)

_____ (Signature)

Phone _____

Who should I ask for? _____

Email _____