

## CLASS POLICIES FOR AMERICAN LITERATURE AND WRITING: KLISTER

### **Dear Parent,**

I look forward to teaching your student this semester. Your child appreciates your interest and encouragement, and so do I. If you would like to confer with me at any time, please e-mail me at [cklister@spx.org](mailto:cklister@spx.org), and I will respond. If you want me to respond by phone, please leave your name, a telephone number, and a time you can be reached at that number. Please 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 as well as by checking NetClassroom.

Miss Charleen Klister

### **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 and to contribute to the learning of your classmates. Signs that you have come to learn will be
  - having done the work assigned for that day;
  - having brought all required materials, including looseleaf and pen;
  - using your initiative to begin class by being quietly ready for prayer and in your seat with your work out 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, I will not accept late work. If you turn in an assignment late, expect 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. If you miss class but are in school for any part of the day on which an assignment is due, I expect you to turn the assignment in to me that day. If you foresee difficulty in meeting a deadline, I expect you to tell me that **ahead** of that deadline; if possible, I will try to work with you.
4. I accept no work *via* e-mail.

5. 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.
6. **All written work you turn in for grading must be done in ink and on looseleaf.** At no time will I accept spiral paper or looseleaf torn from a spiral book. Use only black or dark blue ink. You will use pencil only for scantron quizzes and tests, such as your vocabulary quizzes and tests.
7. 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.
  - Anything written outside of class must be typed.
  - All typed copy must use 12-point Times New Roman type and be double-spaced.
  - Follow MLA format for all essays. You will receive additional directions for typing the final draft when you are assigned your first paper.
8. Do all your work honorably. For example, write, revise, and proofread your essays yourself.
9. Include the honor pledge at the end of all your assignments. Sign it legibly with your full name.
10. Always let me know when you need help.
11. When you have been absent, schedule make-up work with me the day you return.
12. Schedule **conferences at period 8 or after school.** Schedule **make-up quizzes at period 8 or after school.** Schedule **make-up tests after school.** If you come at period 8, be in the room when the bell rings. After-school appointments begin no later than 15 minutes after the bell ends the school day. If you have reserved a time and do not come, expect a detention. If an emergency arises, please be courteous and let me know that you cannot come. (On Wednesdays when I have a club meeting, I may not be able to talk with you after 3:15. Just check with me to see if I'm available.)
13. 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 time you will be there, and a brief note telling me what I need to have ready for you.  
For example: M. Reinhart, 3:15, vocab 11.
14. Best wishes to all of us for a wonderful semester!