**AIS Literacy- Syllabus**

**Teacher- Jennifer Wojslaw**

**Email: jwojslaw@rhnet.org**

Welcome to AIS Literacy! This class is designed to help improve your reading, writing and listening skills. We will be completing many different activities during the block to help improve your skills. The MAPS Assessment will be given three times during the year to track your progress. This class is not a study hall. It is expected that you complete all the work assigned to you during the block.

I am looking forward to a great school year! Please feel free to contact me anytime. Also check out my classroom pages at <https://www.rhnet.org/Page/21310>

**Materials**:

You will need to bring a notebook, a book for independent reading and pen or pencil for class. If you forget your book I will provide you with something to read.

**Classroom Rules, Procedures and Consequences:**

**RULES: General ways to govern our behavior in certain environments.**

1) **Be Respectful:** of yourself, your classmates and your teachers. That means using appropriate language, respecting other people’s possessions and “space,” and actively engaging in class.

2) **Be Responsible:** for your behavior and your work.

3) **Be ready to learn:** Have your materials ready for class every day. If anyone comes to class unprepared it takes away from the entire group.

4) **Always Try:** You may not love every activity or assignment, but you must always try your best and participate in the learning. Sometimes the best learning experiences are the most challenging.

**PROCEDURES:** **The actions we take in order to follow the rules.**

1) **Come to class on time:** On time means in the room and in your seat when the bell rings.

2) **Come to class prepared:** Bring your Independent Reading book, a pen or pencil, and any assigned work. When a single student is not prepared for class, it takes time and learning away from everyone.

3) **Make up missed assignments ASAP:** If you are absent it is essential that you see me to make up work **A**s **S**oon **A**s **P**ossible so you don’t get behind. Please see me during Reading Block for missed assignments so as not to interrupt class time.

4) **Carry an agenda:** I do not allow students to leave the room without an agenda, so bring itto class **every day.** The agenda is also a great organizational tool for keeping track of assignments.

5) **Do your own work:** Academic honesty is essential. If you are not doing the work, you are not learning.

6) **Take turns:** We are all part of a learning community. We can only be heard one at a time.

7) **Choose appropriate timing:** If you need to leave the room, ask a question, make a comment, etc. be considerate of others and choose a time that will cause the least disruption.

8) **Be sure electronic devices are turned off unless directed by the teacher.**

9) **Comply with reasonable requests from adults:** If any adult in the room makes a reasonable request to diminish disruptions and maximize learning, please respond appropriately.

**CONSEQUENCES: What happens when we don’t follow rules and procedures?**

1) Violation of these rules and procedures (depending on severity) may result in a **verbal warning**, a **verbal reminder**, and/or **a private conversation**.

2) If the offending behavior persists, you may receive **a disciplinary referral**. Severely disruptive behavior may result in **immediate removal from class and a disciplinary referral**.

3) If I hand you a green pass during class, you are to exit the room with as little disruption as possible. You will report directly to your Assistant Principal’s office. I will find you later in the day to discuss the precipitating behavior and appropriate consequences will ensue.

**Electronics Policy**

1) Personal electronic devices are not to be used during instructional time. Please turn all cell phones off when you enter the room unless directed by me.

2) If I see it, you will receive a verbal reminder to put it away.

3) If I see it again, it will sit on my desk for the remainder of the block. If you argue this point, see other consequences above.

**All of the rules and procedures are in place to minimize distraction and maximize learning.**

**Because every student has the right to learn; and every teacher has the right to teach.**