

Reading/Writing Workshop

Classroom Guidelines

Welcome to reading and writing workshop! Throughout the school year, you will have the opportunity to develop yourself as a speaker, a reader, and a writer. In order to meet our goals, we must have classroom guidelines that everyone abides by.

-Mrs. Tillotson

Required Materials:

1. composition book (for journal writings)
2. 1-subject notebook labeled "Reading/Writing Handbook"
3. A 3-ring binder with pockets and 5 index dividers labelled: Works in Progress, Minilessons Topics, Spelling, Vocabulary, and Grammar
4. pen/pencil
5. novel of your choice- signed out properly
6. index cards (these may be kept on the top shelf of your locker)

Opening Procedure: Upon entering the room (which must do in an orderly manner), sit in your assigned seat and make sure you are prepared for class with all the required materials. Immediately get started on our opening activity.

Classroom Rules:

1. Respect others and their property
2. Be prepared and on time (when the bell rings, you should be in your seat)
3. Pay attention, listen, and do not be disruptive
4. Raise your hand for permission to speak and listen while others are speaking
5. Promote a positive learning environment through what you say and do

Consequences: If you choose to disrupt class, I will give you a warning, telling you what behavior needs to be changed. If the problem persists, you may be moved to a different seat, written up for a detention, or sent to the principal's office. **Please note, when you act inappropriately in class, your daily class participation grade will be lowered.

Dismissal Procedure: You are to remain in your seat until I dismiss the class. **THE BELL DOES NOT DISMISS THE CLASS!**

Absences and Make-Up Work: You are expected to make up any work missed because of an absence. It is your responsibility to check the red, hanging folders for any work you missed. If the folder has no work in it, come speak with me directly. You will be given two days to make up assignments. If an assignment was due the day you were absent, it must be handed in at the beginning of the next school day. Make sure you write "ABSENT" at the top of the work you hand if you have been absent. (See M.S. Homework Policy)

Late Assignments: As per our middle school homework policy, late work will receive a 10% deduction for each day it is late (whether you are in my class that day or not). Late work will no longer be accepted after ONE WEEK. (See M.S. Homework Policy)

Graded Papers and Handouts: Keep all graded papers and handouts in your reading folder for reference. At the end of each quarter, we will discard any unneeded papers.

Extra Credit: All students have an opportunity to earn extra credit by reading 500 or more pages of finished books each quarter. Up to 20 extra credit points may be earned in this way. Extra credit may also be earned through writing extra pages in your journal; however, this type of extra credit will only be accepted if you have handed in all your regular assignments.

Checking Out Classroom Novels: In order for us to maintain a high-quality classroom library, specific procedures must be followed in signing out books. Each student has a check out card located in the black box that is labeled with their grade level. Students must record the title of any book they take out of my classroom, along with the date they signed the book out. When they sign it back in, they must bring the book and their sign out card to the teacher, having the teacher initial next to the title of the book that is being handed in, and record the date they sign the book back into the library. If the book does not have the teacher's initials next to it, the student will be billed for the book at the end of the school year. Students should NEVER take a book out of the classroom without signing it out on their card.

Homework: All workshop students should be reading 30 minutes each night and writing for at least 60 minutes over the weekend.