

# Welcome to Mrs. Hatzigeorgiou's 7th Grade English Class!

## CONTACT INFORMATION

**School Phone:** 747-8340 ext. 3302  
**Phone / Text:** 707-208-7516  
**E-mail:** khatzigeorgiou@beniciaunified.org (during school)  
**E-mail:** karen@mrshatzi.com (after school)  
**Web Site:** <http://mrshatzi.com>



## GRADES

All assignments receive points. The points are converted to percentages. Grades are updated at least once a week. After being graded and recorded, almost all work is returned. I strongly recommend that you save all returned work in case a grading error occurs.

GRADE PERCENTAGES	WEIGHTED GRADE CATEGORIES
100 - 90% - A	Writing = 30% of grade
89 - 80% - B	Reading = 30% of grade
79 - 70% - C	Grammar = 20% of grade
69 - 60% - D	Vocabulary = 20% of grade
59 - below - F	

## DAILY WORK / PAPERS & PROJECTS / READING LOGS

Students have English homework Monday - Thursday nights for 30 minutes. In addition, you are expected to read independently for at least 15 minutes a day. Homework is usually started in class and due the following day although long-term papers and projects are also assigned.

- **Daily Work:** Students who do not have an assignment completed when it's corrected in class will lose 10% for the assignment being late.
- **Projects & Papers:** Students who do not have a project or paper completed on the day it's due may lose 10% for each day it's late.
- **Independent Reading Logs:** Students are required to keep track of their reading progress and to respond to their reading on a regular basis. Independent Reading Logs are due at the end of each quarter.

## EXTRA HELP

I am available to help students before and after school Tuesday through Friday except when I have yard duty or a meeting. It's a good idea to check with me ahead of time.

## ABSENT WORK

When you are absent, it is your responsibility to find out what you missed in class and to make-up any missing assignments or tests. You should:

- Call or text a classmate for information or look at the agenda online at <http://mrshatzi.com/agendas>.
- See me to get your missing work or download it from the web site.
- Turn in make-up work as soon as possible to the black tray on the teacher's desk.
- All absent, re-do, and make-up work must be turned in by the Friday the week before the end of the quarter.

## MINIMUM STANDARDS

Each assignment must meet minimum standards or it will be returned with an RD (Re-Do) instead of a grade. The student will be given an opportunity to redo the assignment in an acceptable manner. After the assignment has been corrected and turned in again, *it may receive full credit.*

- A complete heading must appear in the upper right corner of the paper - first & last name, date, and period.
- The title of the paper or assignment must be written on the top line.
- Paragraphs must be indented.
- Proper end punctuation must appear at the end of all sentences.
- A capital letter must appear at the beginning of all sentences.
- Papers must be neat and legible. No doodling or drawing around the edges.
- Directions must be followed accurately.
- A reasonable amount of thought and effort must be apparent.



## SUGGESTED SCHOOL SUPPLIES

- colored pens for correcting and editing
- highlighters
- blue or black pens
- #2 pencils
- a set of sharpened colored pencils
- a spiral bound college-ruled notebook just for English
- an Independent Reading book
- a student planner
- a binder with a section for English
- lined 3-hole paper

# Mrs. Hatzigeorgiou's Classroom Rules, Student Responsibilities, Policies & Procedures

## CLASSROOM RULES

1. Cooperate with your teacher and classmates.
2. Respect the rights and property of others.
3. Carry out your student responsibilities.

## STUDENT RESPONSIBILITIES

Carrying out the following student responsibilities will help you to be successful in my class:

1. Keep track of your own books, assignments, and supplies.
2. Use class time to complete assignments.
3. Ask for help when you need it.
4. Do your own work.
5. Turn your work in on time.
6. Accept responsibility for grades or other consequences.

## POLICIES AND PROCEDURES

1. Show respect at all times and in all manners towards yourself, your classmates, and staff. This includes all verbal and non-verbal forms of communication including body language, facial expression, and tone of voice. Sit at a 90-degree angle to your desk with your feet on the floor and good posture (spine straight).
2. Be in your seat and prepared to work when the bell rings with hats and hoodies removed. If you are not in your seat with your materials when the bell rings, you are tardy and will receive a fifteen-minute detention. Begin copying your agenda quietly as the bell stops ringing. Quietly read your Independent Reading book. When appropriate, have your assignments on your desk, ready to be checked.
3. Be on task AT ALL TIMES and work to the best of your ability. This means you are to be working on whatever assignment is given with all of your concentration. If you finish an assignment early, you may quietly read or work on another assignment. There is no talking except to address the academic issue at hand.
4. There is absolutely no gum, food, drink, candy, make-up, mirrors, electronic devices, or any other distractions allowed in class. Any of these visible will be confiscated to be picked up after school. Food and drink are only allowed during designated snack times.
5. Be prepared with all papers, pens, pencils, notebooks, and any other materials required for class. Sharpen pencils, grab paper, or throw away trash before or after class. Class time is for learning.
6. Raise your hand to get permission to speak. Raising your hand does not give you permission to speak; it just lets me know you want to speak.
7. Do your own work. You will receive a zero on your assignment if you do any of the following: 1) copy another person's assignment; 2) read someone your answer so he/she can copy your work; 3) let someone copy your assignment.
8. When the bell rings, remain in your seat until you are dismissed. Clean any trash in your area whether it is yours or not. Keep all trash with you until the bell rings and throw it out on your way out of the classroom.
9. I do not argue with students. If you are told to move your seat or given any other direction you are to do so immediately and without complaint. If you feel this or any other direction is unreasonable you may arrange to discuss it with me after class or after school. Otherwise, please follow all directions immediately and without complaining. Class time is for learning.
10. Any violation of these rules may be met with an in-class time-out, out-of-class time-out, lunch detention, after-school detention and/or other consequences such as copying the rules, parent conference, meeting with administration, or suspension. If you do not come to after-school detention, lunch detention will be assigned.

