

# 7th Grade English

Mrs. Duke - Room 612

## COMMUNICATION WITH THE TEACHER

1. Email at [duke.kimberly@lee.k12.al.us](mailto:duke.kimberly@lee.k12.al.us)
2. Announcements & messaging on Remind App



[rmd.at/mrsdukeela](https://rmd.at/mrsdukeela)

Text the message @mrsdukeela to the number 81010.

## CLASS MATERIALS

- 2 composition notebooks
- Plenty of pencils
- A 3-ring binder
- A positive attitude



## GRADE CATEGORIES

40%

30%

20%

10%

Tests and Projects

Quizzes

Classwork

Homework

## RESPONSIBILITY

and

## PREPARATION

Come to class with your binder, notebook, writing utensils, & any books or texts we are currently using.

Start working on bell ringers immediately so class starts within 5 minutes of the bell.

Turn work in on its due date. Late work will lose points on a per-day basis.

## RECEIPT ACKNOWLEDGEMENT

I have read the information in this syllabus, and I understand what is expected. Signed,

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## FOOD AND DRINK POLICY

In general, food and drinks are not allowed in class. This is primarily to keep the room clean and free of unnecessary distractions.

Students who are experiencing genuine issues with hunger or feeling ill should see me individually.



## ACADEMIC HONESTY

In a 1:1 device environment, it can be very tempting to search for answers to assignments online.

Please note: **All assignments are meant to be completed by the student in their own words from their own understanding. Taking answers from outside sources without being directed to do so is considered cheating.**

## HOMEWORK POLICY

- When homework is assigned, it will be assigned at the beginning of the week and due on the last day of the same week. This gives athletes and other students with time commitments outside of school multiple days to complete the assignment.
- Occasionally students will need to read selections of text outside of class. When this happens, it is very important that students arrive to class ready to discuss the reading on the day the reading is due.
- If students do not complete *classwork* during class, in the time allotted, it may be assigned as homework to avoid students losing points for incomplete work.



## ABSENCES AND GRADES

Weekly and daily assignments will be updated weekly (bell ringers, classwork, and homework) in PowerSchool. Please check PowerSchool regularly and feel free to ask any questions that you might have about a particular grade.

If you are absent, you are responsible for completing your make-up work within a week of returning to school unless there are special circumstances.

All make-up work can be found on Google Classroom with the date it was assigned. If there are papers or hard copies of materials needed for the work, it will be noted on the Google Classroom assignment, and students are responsible for getting with Mrs. Duke about those materials.

If you know you are going to be absent beforehand, you can ask about makeup work beforehand. Sometimes assignments may not be available in advance, but it is worth asking.

## ELECTRONIC DEVICES



Personal electronic devices should be kept in students backpacks. Devices should not be out during class, unless otherwise instructed by the teacher or with permission.

First offense: Student will turn the phone into the teacher until the end of class.

Second offense: Phone will be turned into office and student will have to pick up the device from the office.

Third offense: Phone will be turned into office again. After multiple times, the parent will have to pick the phone up from the c