

**Keystone Lit Remediation**  **Ms. Robbins**  
Millersburg Area High School  Room A-152  
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### **Outline of Course Content:**

- Practice with sample selected response and constructed response items through both guided and individual instruction
- In-class exercises designed to reinforce specific state reading standards and assessment anchors
- Units from the tutorial text designed specifically for the Keystone
- Study Island computer program
- Literature read and analyzed aloud in class

### **Classroom Expectations & Guidelines:**

#### **Be Prepared**

- Be prompt and ready to learn every day
- Have all materials with you (books, tablets, writing utensils, ChromeBooks, earbuds). You will not go to your locker to get what you have forgotten. I recommend a 3-ring binder.
- Keep track of your materials. You will not get multiple copies of handouts.
- Have your assignments completed on time. No late points will be awarded for missing homework. It is either done at the time it is due, or it is not. Partial points will also not be awarded.
- Late major assignments will be deducted 10% points per day.

#### **Be Responsible**

- Cell phones are to be off and away per school policy. If you need to show me something on your cell phone you must ask my permission first. If your phone is on during class, I will tell you to put it on my desk and you can get it from the office at the end of the day. On quiz/test days, I have assigned cell phone slots. Bonus points will be given on random tests/quizzes for those using the slots. I will never touch them and you will retrieve them one at a time when everyone is completed with their quiz/test.
- ChromeBooks must be away unless we are using them in class. If you are found to be looking at anything other than what we are doing in class (YouTube, games, etc.), a level one will be handed out.
- You are only permitted to have water with you in a clear container. This is a school rule. If you have anything else out, you will be told to throw it away.
- You must ask permission before you leave the room. You must also fully fill out the pass when you leave and when you return. If you fail to do so, you will not be permitted to leave the room. You should use the restroom between classes.
- You are responsible for finding out what you missed when you are absent. Any handouts you missed with me hanging in the slots by the door. Your major assignments will still be due even if you are not in school. Many of these will be turned in online.
- You are responsible for uploading or printing off your work. Plan time into your schedule to accomplish this.

#### **Be Self Advocating**

- If you don't understand something, ask questions.
- Check your grades. I update these constantly. If something doesn't seem right, ask about it. I can easily type in a wrong number by accident—don't be afraid to point this out to me.

- If you have a question on why something was marked a certain way on a test or don't understand what a comment is on a paper, ask.

### **Be Honest**

- Don't lie. Don't make up stories to explain why something isn't completed.
- If something is going on, speak up. We often don't know what is going on and are more than willing to work things out with you.
- Do your own work. Do not plagiarize. If you are caught plagiarizing, you will be required to redo the assignment for no points and your parents and administration will be notified. I will teach you how not to plagiarize when doing your research paper but you must follow the guidelines.

### **Be Polite and Respectful**

- We will never all agree on everything but we still must be polite and respectful to each other.
- When with a substitute, I expect you to act in the mature ways that I know you are capable.

### **Classroom Protocols:**

1. **Do not get out of your seat** without permission. (Exception: If you are sick, leave immediately.) Do not speak unless you raise your hand and I call on you, I ask you a question and you are responding or I instruct you otherwise (for example, during group work). Also, please keep your feet on the floor...not on the basket in front of your desk—these break off easily and it is disruptive to the person in front of you.
2. If you have a **band lab**, you must come and ask permission to go. We may be doing something that you can't miss. You are responsible for any missing work. The same is true if you are on a field trip. I will not sign permission slips for a field trip if you are not passing the course. If you are not passing, do not bother asking for a signature.
3. If you are going **to be away** on a trip let me know as soon as possible. Your work should be completed when you return. Yes you have teachers sign your permission slips but it is still up to you to get your work and complete it upon your return. This includes students going to Camp Hebron—all work is expected to be completed upon your return. (No exceptions--yes this is a lot of work.)
4. **Be respectful!** Show respect for your fellow students, show respect for the teacher (this includes substitutes!), and show respect for any guests in the classroom.
5. If you **leave early/come to school late** (for an appointment, sporting event, etc.) your work is still due even if you are missing class.
6. **Everything counts**—whether or not I collect your class work, it counts towards your grade.
7. The **agenda** for the day will be listed on the memo board. Every day there will be something for you to do as soon as you enter the room. Start working as soon as you come into the classroom. Keep your writing responses. You need to be in your seat and ready to work by the time the bell rings.
8. **Independent reading books** should be brought to class with you every day. I will try to give you time towards the end of some class periods to read. Points will be given on random days for having your book in class to read. If you do not have your book, this time will not be free time for you—you will have to do an alternate assignment that will most likely result in additional homework.
9. Always try to do your **best**.
10. Be **encouraging** to each other.
11. Make an **attempt** at everything.
12. Have **fun!** The fewer complaints, the more extra activities we can do which can add some fun into your school day.

### **Grading:**

- 📖 Students will earn a **grade** in this class—it is not pass/fail.
- 📖 The student will demonstrate his/her progress through the keeping of a **Portfolio of Classwork**
- 📖 **Study Island** tutorial sessions will contribute to the grade
- 📖 Writings will be graded on the **Keystone Rubrics**
- 📖 There will be periodic **Sample Assessments** graded as tests and quizzes

- ☞ This is a class for **credit**
- ☞ There will not be a **midterm or a final**

## Assignments:

- ☞ All assignments are due at the beginning of the period (unless informed otherwise).
- ☞ Write legibly. Avoid all CAPS! Typing is preferred and sometimes required. If I cannot read it, I will not grade it. Take your time to write your assignments.
- ☞ Correct heading required on every assignment. Failure to follow these guidelines will result in a lower grade. Include:
  - Name
  - Date
  - Period
  - Assignment Name

## Study Assistance and Make-Up Work

Assistance is available before, after, and during school if schedules permit. Students can also arrange a time to meet for extra help. Monday-Thursday there is Academic Support after school. Obtaining missed work and scheduling make-up tests and quizzes is the student's responsibility. If a student is present the day **BEFORE** a test or quiz, but is absent the day of the test, **EVERY STUDENT** will be expected to take the test or quiz **ON THE DAY THEY RETURN TO SCHOOL**.

I can be here as early as 6:30 am if arrangements are made in advance (and depending on weather). Most days I can stay late as well but always check in advance.



