

Ms. Reichmuth's Guidelines and Procedures



About Ms. "R" Reichmuth

Cristin Reichmuth has made a career of researching, understanding, and utilizing differentiated instruction as part of the foundation for teaching and coaching. Her work in the field of Project Based Learning, followed by curriculum development and teacher training in the field of special needs brought her to one steadfast understanding: differentiation is paramount to student success. Cristin's academic background includes an M.A. in Educational Counseling, M.A. in World History, a Multiple Subject Teaching Credential, a "Highly Qualified Teacher" credential in English for at-risk students, a single subject credential in Social Science, and a Pupil Personnel Services credential for school counseling. Cristin is also a member of the Stanford, CTA, and National Resource Board Center's, Instructional Leadership Corp and specializes in Project Based Learning and the curriculum director for the De Anza College Academy for nearly five years.

This class will be one of social, personal, moral, and academic growth for you and by the end of the course, you will be more ready for your high school English class. In fact, my previous students have proudly and lovingly called our class, "High School Boot Camp!" Most importantly, you are a good person coming in to this class but you will be an even better person going out. I look forward to working with you as partners in your education and path in life.

Lifelong Learning Standards

In this class we will enforce the characteristics below.

- Effective communicators: *We will speak and write with style.*
- Responsible members of society: *We will decide upon opportunities to serve others.*
- Information processors: *We will draw original conclusions from our reading.*
- Collaborative workers: *We will work in groups to attain goals.*
- Self-directed learners: *We will make choices about what we wish to learn.*
- Informed thinkers: *We will read, reflect and write about our world.*

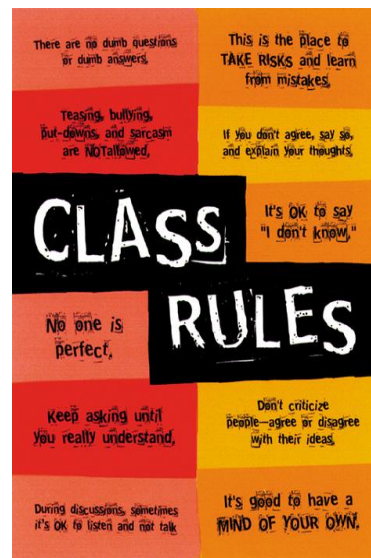


Classroom Rules & Expectations

OWN these rules as you read them. Failure to adhere to these commitments can result in a loss of privileges.

1. I will show and give respect.
 - a. Particularly: Myself, Family, Teachers, Peers, School, Community, City, State, Nation, and World
 - b. I will always listen to my classmates and give everyone my respect.
 - c. I am responsible for my own behavior, and I will follow the teacher's directions.
 - d. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
 - e. There will be NO put-downs in this class. Ever. If this happens, there will be consequences.
2. I will exhibit and expect excellence.
 - a. I will always work, think, and behave in the best way I can.
 - b. I will complete all of my homework whenever it is assigned.
 - c. I will e-mail my teacher if I have a problem with the homework.
 - d. I will raise my hand and ask questions in class if I do not understand something.

3. I will acknowledge and demand rights such as the right...
 - a. To be happy and be treated well in this classroom.
 - b. To contribute to the happiness of my classmates and teacher and to treat them well.
 - c. To be myself in my classroom and to respect myself, others, and my property well.
 - d. To be safe and demand safety in my environment.
 - e. To be encouraging and supportive to my classmates and teacher.
 - f. To hear and to be heard in my classroom. I will protect and encourage my classmates and teacher as well. There is no place for negativity, anywhere.
 - g. To learn in my classroom.
 - h. I will not distract or interrupt my classmates or teacher in their efforts.
 - i. I will not use my telephone in class unless I ask and I will make sure the phone is off before class begins. If it makes any noise during class, it will stay with Ms. Reichmuth until the end of the day. A parent/guardian will also be contacted.
4. Group Work
 - a. The number one rule of my group work is to **GET ALONG WITH THE GROUP**.
 - b. I have the duty to assist anyone who asks for help and do so patiently!
 - c. I am responsible for my work. I will complete each group activity and individual report.
 - d. I have the right to ask anyone else in my group for help.
 - e. I will help other group members without doing their work for them and I will listen and not hog talk time.
5. Etiquette, Hygiene, and Honesty:
 - a. I will not: chew gum or eat during class and I will definitely not use my phone, watch, or other electronic devices during class. My teacher will confiscate these items and return them at the end of the day.
 - b. I will behave honestly as I am aware if I am dishonest while completing schoolwork, including plagiarism and copying answers, or allowing someone to copy my answers, this will result in possible dismissal from the class.



Classroom Procedures

1. Ms. Reichmuth’s Motto: Work hard! Play hard! Therefore, use your time wisely, peoples!
2. Chain of Command: This is probably the most important procedure in our class. If you have any questions, you must adhere to the “chain of command” below.
 - a. Find out all YOU can.
 - b. Find out all YOU can AGAIN.
 - c. Ask your peers.
 - d. Ms. Reichmuth
3. Be Ready! Sharpen your pencils before class, have your notebook, a reading book and be ready to go before class starts. This is how it is in high school so we are in training for it.
4. Start of Class: Check the agenda immediately when you walk in. When the bell rings, get to work on the order of operations and if you finish early, open your reading book and read.
5. ALL work must be submitted on time otherwise, it will not receive feedback and you will have difficult mastering the next concepts.
6. Leaving the Classroom: If for any reason you need to leave class, you must notify: attendance@deanza.edu
7. Food/beverages. Please do not eat during class and feel free to drink all of the water you’d like.

Work & Homework Guidelines

1. We will focus on quality, not quantity.
2. Binder Paper Work:

- a. College ruled
- b. 8.5"x11" with NO fringe running down the side as a result of the paper's having been torn out of a spiral notebook.
- c. Titles must be placed on all work that look like the sample here:
 - i. Your FIRST & LAST names.
 - ii. Ms. Reichmuth
 - iii. Class period
 - iv. Date: day month year (with no commas)
- 3. References / Citing Work: Any work referencing or citing information taken from the Internet or book must be cited using MLA format.
- 4. Notebooks
 - a. All notebooks should have the students name (LAST, FIRST) and session in the upper right hand corner.
 - b. All work should be kept in chronological order.
 - c. Ms. Reichmuth is a tree-hugger so write every entry directly underneath the last entry and use both sides of the paper.
 - d. Always write the date on the new entry.
- 5. Keep work within BOTH the left and right margins. The margins are for me otherwise points will be taken away. Formal Papers:
 - a. Size 12 font
 - b. Times Roman or Arial
 - c. Black ink on white paper
 - d. Double spaced
 - e. 1" margins
 - f. Page numbers start on page one in the upper right hand margin.

Reichmuth 1
Your First and Last Name
Ms. Reichmuth
Session Number
20 June 2022
Formal Paper Heading Sample

Study Tips

For Parents: Remember that learning is a process. Be encouraging to your student and when they struggle, help them figure it out...there is no better model. Then! Once they make even the smallest steps forward, praise their efforts.

For Students:

1. Treat yourself to a comfortable and quiet place to work.
2. Make sure that the background noise is free of all distractions.
3. Create a quick homework schedule that includes assignments, breaks, and activities.
4. Do the most difficult work first while your brain is fresh.
5. Take "Brain Breaks" every 20-30 minutes.
6. Be an active reader and pay special attention to key words, titles, bold fonts, and italics.
7. Read the review questions before you read so you know what to focus on.



Communication & Office Hours

All students must have a functioning e-mail that you check regularly, as I will use this method of communication during the class. If you have questions, I will get back to you within 24 hours.

Grading Policy

Random pieces of student work and evaluations will be kept in a portfolio as evidence of achievement. Ms. Reichmuth will attempt to enable students to progress as far as they can during the course of the class, with allowances made for differences in background, talent, temperament, and intellectual maturity.

Student's overall grades will improve upon ones actual improvement. Comparing student work and/or grades is not advised as individual grades reflect individual progress. Students are graded against themselves, not others.

Percentage	Letter Grade
100	A+
95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 and below	F



Film Policy

During the class, we will occasionally watch films to enhance the learning experience. These may be excerpts or, rarely, entire movies. The films are selected because of their connection to the texts and culture of literature and history. Some of the films may be rated PG-13. Parents: if this is not acceptable to you, please let me know.

Oh the Places You'll Go!

As a student in my class, you are in training and expected to act as kind, responsible, and independent young adults. With that, I am positive you will enjoy learning in my class as much as I enjoy teaching it. If you have any questions, concerns, struggles or achievements to share with me, please don't hesitate to come to me. Working together, we will have an incredible class and "Oh the Places You'll Go!"

Learn because you can,

A handwritten signature in cursive script that reads "Cristina Reichmuth".

Ms. Reichmuth,
E-Mail: reichmuthcristin@deanza.edu

**PLEASE READ THESE GUIDELINES & PROCEDURES and
VERIFY WITH AN EMAIL TO MS. REICHMUTH BY 6/22/22.**

Student Contract

I have read and understand the purpose and requirements of Ms. R's Guidelines and Procedures and will follow them. As a student in Ms. R's class, I will give this class my best effort in order to enhance my life.

Student Signature: _____

Print Your Name: _____

Date: _____

Parent Contract

I have read and understand the purpose and requirements of this class and will do my best to support my student and the teacher through the school year.

Parent/Guardian Signature: _____

Print Your Name: _____

Date: _____

Phone Numbers: _____

E-Mails: _____