

**Mr. Mellott's Reading Course Outline                      2010—2011 School Year**

Dear student and parent,

My mission in this course is two-fold: I will help the student learn skills that they may have missed learning at an earlier grade, and I will also introduce and teach the skills of reading as described in the California State standards. I am currently in my 23<sup>rd</sup> year of teaching, and looking forward to a very positive situation in my 5<sup>th</sup> year at Roosevelt Middle School.

**Curriculum**

In order to achieve these academic goals, the main sources used are the SRA Level B1 and B2 Student Textbooks, and accompanying Workbooks, and supplemental course material; Computer Assisted Instruction, including lessons/projects derived from the World Wide Web; and web-based interactive programs and websites, available in our computer labs and on the laptop cart; Warm-up lessons; Sustained Silent Reading, once a week; Reading Logs (documenting time spent reading at home, good for extra credit); lessons, quizzes, tests, and other activities which are teacher-generated.

**Materials**

*Every day, students should bring:*

- At least two pencils and an eraser
- A pen in blue or black (only these colors please)
- Two assignment notebooks; Each should be a “two subject with pockets.”
- Student Planner

**Classroom Rules**

*In order to be successful, students must:*

1. **Come to class with the tools to do the work –pencils, pens, paper, etc.**
2. **Sharpen pencils before the bell rings, or bring their own sharpener.**
3. **Raise their hands and wait to be called on.**
4. **Follow directions the first time given.**
5. **Keep hands, feet, and objects to themselves.**
6. **Respect the school and any other person's property.**
7. **Throw away garbage at the end of class only.**

**Supportive Consequences**

Roosevelt's "Roughrider Recognition" certificates will be given in recognition of good behavior, academic progress, and other achievements, and entered into a school-wide drawing for a non-uniform free dress pass.

Each week, there will be an in-room drawing for prizes, using bonus tickets that are also handed out by the Teacher and Instructional Assistant.

There will be computer activities and board game activities awarded to those finishing their assignments with care and on time.

**Consequences for Poor Choices**

1. 1<sup>st</sup> time-warning.
2. 2<sup>nd</sup> time-10 minute detention\*/lunch pick-up-parent notification.
3. 3<sup>rd</sup> time-20 minute detention\* after school, plus written assignment in behavior journal-parent notified.
4. 4<sup>th</sup> time-parents notified, plus all of the above.
5. 5<sup>th</sup> time-Office Referral, parent notified.

**Severe Clause: Immediate Office referral to Assistant Principal, plus parent notification.**

**\*Failure to serve a detention within 48 hours of assignment will result in being suspended from the class, and require a Parent-Teacher Conference.**

**Homework Policy**

Students have a standing Homework Assignment, comprised of a Reading Log and completing definitions of selected vocabulary words, which they should be completing each week. There are also projects, with set due dates, that will be sent home with notes to be signed by parents. Parents should also check in their students' planner, if they have a question about assignments.

**Use of the Student Planner is mandatory.**

Parents should check the Student Planner on a daily basis, to see if a lesson has been completed in class (No Homework), or if one (Lesson #/Assignment Name) needs to be completed. Project information and due dates will be recorded there as well. The planner

## **Mr. Mellott's Developmental Reading Course Outline 2010-2011**

is a great place for a parent to write a note to the teacher, with the student responsible for showing the note to the teacher at an appropriate time. A quick response is guaranteed.

### **Attendance and Tardy Policy**

If a student is Tardy (not in their seat, ready to work when the bell rings) it is marked in the attendance of school, and also in my own roll book, on a page titled "Tardy Record." The 3<sup>rd</sup> Tardy in a Quarter earns a Detention for "Excessive Tardies" and the 4<sup>th</sup> earns a "U" in Citizenship for that Quarter's Report Card, plus a visit to the Assistant Principal's office. If a student's attendance during a Quarter is poor, it will also affect their grade. If they are suspended, or absent on a Computer Lab date, the grade cannot be made up, and that will lower their average.

### **Grading Policy**

**Academic Work-** A graded activity will be worth 100 points, unless otherwise noted. Tests are usually worth 200 points, and quizzes are worth 100 points. Class Participation points are awarded for computer activities, and Projects are worth between 300-500 points, as noted on the Parent Notification of Project Assignment Letter that is to be sent out at the beginning of each project (one per quarter). A grade sheet/progress report will be sent home twice a quarter (one with progress report, and one with grade report), so that the parent can see how work is progressing. Make up and late work is accepted for excused absences, and/or family vacations, with appropriate notice. If there is to be a loss of credit, the student will be notified.

**Work Habits-** This refers to the student's responsible behavior in the following ways: bringing the required materials/supplies; doing their homework, class work, quizzes, tests, and projects on time; their class participation, on task behavior, clean up of work area, etc. If a student neglects to follow instructions, commits unsafe actions, is a "no-show" to a teacher's detention for a work habits issue, or has difficulties with any of these responsibilities it will affect their grade.

**Citizenship:** This part of their grade refers to their: cooperation, tardies/truancies, respect, speaking in turn, being helpful, being courteous, and, above all, being honest. Any problems with their behavior in these areas will affect their citizenship grade.

**Mr. Mellott's Contact Information**

[rmellott@gusd.net](mailto:rmellott@gusd.net) (818)-242-6845, Ext.1003 <http://mrmellott1003.weebly.com/>

I am available for appointments after school, by calling or emailing. Inquiries by email are answered promptly, and phone calls will be returned as soon as possible. Parents will get my cell number, if needed. A note in the Student Planner, which the student brings to my attention, will be responded to immediately.

**I would appreciate your signature, as a sign of having read and understood the topics discussed in this introductory letter. If you have any questions, please do not hesitate to contact me. Only the signatures need be returned.**

Respectfully,

Richard Mellott, M.A.

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We have read and understood the class outline of Mr. Mellott's Reading Class.

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Parent signature / date

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student signature / date