

## SAT Prep/Vocabulary Enhancement Syllabus

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This course is designed to prepare you for college entrance exams like the SAT and ACT. We will focus both on test-taking strategies and vocabulary improvement.

### Classroom Rules:

1. Show respect for yourself and others.
2. Use appropriate and polite language at all times.
3. Listen to and follow directions the first time they are given.
4. Be quiet immediately when requested.
5. Follow all school rules.

### Consequences:

1. Verbal warning
2. Detention (30 min.)
3. Referral

Detention must be served after school within three days of the date the detention was assigned. Failure to serve detention within this time will result in a disciplinary referral.

### Materials:

Each day you will need a writing utensil, your notebook, and your free read book. It is in your best interest to stay organized and keep ALL returned papers.

### Grades:

The school's grading scale is used for this class:

100 – 93 = A	76 – 70 = D
92 – 85 = B	69 – 60 = F
84 – 77 = C	

Grades are calculated based on the number of points earned out of the total points available.

**Grading system:** For major assignments and projects I will provide you with a rubric so that you know what is expected. Minor assignments are graded as follows:

Check +	= Exceeds expectations (100)
Check	= Meets expectations (90)
Check -	= Fails to meet expectations (80)
X	= Incomplete (60)

**Homework:** You should spend at least a few minutes studying your word roots every day. Also, research has shown that the more you practice with test-like questions, the better your scores will be, so though I will not assign practice questions, it is in your best interest to practice as much as you can.

**Late work:** For each day that an assignment is late, 10 points will be subtracted from the final grade. After 5 days assignments will receive 50% credit. Please be aware that, with rare exception, weekends are included in your 5 days. You may email work to me to minimize late penalties.

**Missed work:** You will have one week from the day you return to school to make up any missed work. It is *your responsibility* to talk with me at an appropriate time and find out what work you need to make up. You must arrange to make up tests, quizzes, and in-class essays after school.

### **How to make an A in this course:**

- **Always do your best work.** If you only do the minimum, your grades will reflect that.
- **Pay attention.** It is difficult to know what you are supposed to be doing when you have slept or texted through instructions. You are the only person responsible for your work, so do not rely on your classmates to make sure you get it done right.
- **Keep up with your materials.** Bring what you need to class so that you do not waste yours or others' time trying to get a pencil, paper, etc. Make sure that when we are working on an ongoing project that you have the relevant items with you every day.

## **SOP (Standard Operating Procedure) in Ms. Pitts's Class**

**Starting class:** After you have entered the classroom, sit down and get out your materials. As soon as the bell rings you should copy and complete the SAT Practice Question for the day.

**Tardies:** I follow the school's tardy policy. Unless you have a pass from a teacher or administrator, you will be counted tardy. You should be in your seat when the bell rings.

**Restroom:** I do not formally limit the number of times you may go to the restroom; do not abuse this policy. Use good judgment and only ask to go at an appropriate time (do not interrupt the class to ask to go to the bathroom).

**Cell phones:** In adherence to the school's policy, if you are visibly using a cell phone in class, I will confiscate it. While I realize that there are often more interesting things going on than what we're covering in class, it is important that you learn to prioritize and focus on the most important responsibility in your life.

**Turning in work:** You should turn in work to the basket indicated. Please do not hand it to me or place it anywhere other than in that basket. Make up work should be turned in only to the make up basket.

**Returning graded work:** Graded work will be returned the day after it is graded. If you have questions about your work, please ask at an appropriate time (generally, before or after school).

**Instructional time:** Use good judgment when you need to talk with someone in class. Speak quietly and do not interrupt the teacher or anyone else who is speaking to the class. Do not keep your coats, purses, or other non-academic items on your desk while we are in class.

**Taking care of the classroom:** At the end of class, please throw away any trash you find around your desk (yours or not) and return all desks and materials to their original location. Also, please make sure that you do not leave any personal belongings (including textbooks) in the classroom.

**Ending class:** Class is not finished and you should not pack up until I indicate that we are finished for the day. Stay in your seat until the bell rings.

Academic Integrity

Academic integrity means always doing your own work according to the guidelines of the assignment. It also means not using information from sources without acknowledging that source (this is called plagiarism).

Unless an assignment, even homework, is explicitly defined as partner or group work, you should do the assignment on your own. I am always willing to answer your questions at an appropriate time.

If it becomes apparent that you have copied another student's work or plagiarized from a source, you will receive a 0 for that assignment.

Please sign below to indicate that you understand that failure to maintain academic integrity for any assignment will result in not receiving credit for that assignment.

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Signature

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Date

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Name