

Exhibit 6.1

Class Syllabus: Template

Teacher: _____

Classroom Goals

Write your four to seven classroom goals in the form of what students will be able to successfully do at the end of the year or semester. You can find more information on this topic in chapter 2, task 1.

Guidelines for Success

Write your list of three to six attributes and traits that you feel will ensure your students' success. You can find more information on this topic in chapter 1, task 3.

Classroom Rules

Outline the three to six important student behaviors that will ensure your class runs efficiently and that will result in a corrective consequence if students do the opposite. You can find more information on this topic in chapter 4, task 2.

Activities

Outline the activities that students will engage in during a typical week. You can find more information on this topic in chapter 5, task 1.

Grades

Grading scale: Outline the percentage cutoffs for A's, B's, and so on.

Relative value: Outline the relative weight of homework, quizzes, tests, papers, and behavior and effort on the final grade.

You can find out more information on this topic in chapter 2, tasks 2 to 4.

Classroom Procedures

Entering the Classroom

Outline exactly what students should do from the time they enter the room until the bell rings for class to begin. You can find more information on this topic in chapter 3, task 4.

Tardy to Class

Provide your definitions of *on time* and *tardy*, identify the procedure a student will follow if tardy, and identify the consequences for being tardy. You can find more information on this topic in chapter 3, task 4.

Identify what students should have to write with. In addition, specify what students should do if they don't have this and what, if anything, you will implement as a consequence. You can find more information on this topic in chapter 3, task 4.

How to Find out What the Daily Assignments Are

Identify how you will assign work and how students will know what they are to do each day. Also define how they should keep track of homework and long-range assignments. You can find more information on this topic in chapter 3, task 5.

Turning in Assignments

Identify where and how students turn in classwork and homework. Specify if students are to check off completed work they have turned in. You can find more information on this topic in chapter 3, task 5.

Returning Assignments to Students

Detail how you will return completed work to your students. You can find more information on this topic in chapter 3, task 5.

Finding out Grade Status

Review your grading system. Note whether you will give students a weekly grade report or if you expect them to track their grades themselves. Also identify when and how students can approach you to discuss their current status in the class. You can find more information on this topic in chapter 2, task 4.

Student Responsibilities After an Absence

Outline what students will need to do when returning after an absence.

- How to find out what they missed and get needed materials
- How long they have to make up assignments
- What to do if they miss a test

You can find more information on this topic in chapter 3, task 4.

Late, Missing, or Incomplete Assignments

Outline the maximum number of late assignments you will accept, along with penalties and time limits for late work. You can find more information on this topic in chapter 3, task 5.

Communication Procedures with Parents and Families

Note whether you will have any regular communication with families that you initiate. Provide information on when, where, and how family members can get in touch with you. You can find more information on this topic in chapter 1, task 5.

Ending Class

Specify how you will end class, any responsibilities your students may have during this time, and how you will dismiss the students. You can find more information on this topic in chapter 3, task 4.

Consequences for Classroom Rule Violations

List the range of corrective consequences that you may assign if rules are violated. You can find more information on this topic in chapter 4, task 3.

Consequences for Code of Conduct Violations

Inform students that you must follow through with disciplinary referrals for violations of schoolwide rules, including dress code, unexcused absences, threats, and so forth. Make sure to get this information from your principal or assistant principal. See chapter 4, task 5.