Dear Parents and Students:

I am looking forward to a wonderful school year with you! We will be reading several short stories, a couple novels, various poems and articles. We will be writing a lot, too, including essays, responses, creative works and journals. Please feel free to contact me throughout the year if you ever have a question or concern.

Turning in Assignments

- Homework Assignments (other than Article of the Week) are due at the start of class. After the bell rings, I will spend one minute collecting paper assignments, and then we will move on. Digital assignments must be submitted on Canvas before coming to class.
- I will not wait for you to finish work or search for it in your bag. Have it ready before the bell rings.
- If you are late to class (without an excused note) your assignment is late, too.

Late Work Policy

- All late minor assignments receive 50% credit up to the term deadline, usually a week before the end of the term.
- Articles of the week will not be accepted late. No exceptions. I will drop one score (your lowest) in this category each term, so if you miss one, it will not count against your grade.
- Late major assignments will receive 10% grade penalty per school day (not class day) late, up to a maximum of 50% or five school days late. After which, they will not be accepted.

Grading Scale

(All grades on SIS/Aspire)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>94%+</td>
</tr>
<tr>
<td>A</td>
<td>90-93.9%</td>
</tr>
<tr>
<td>A-</td>
<td>88-89.9%</td>
</tr>
<tr>
<td>B+</td>
<td>84-87.9%</td>
</tr>
<tr>
<td>B</td>
<td>80-83.9%</td>
</tr>
<tr>
<td>B-</td>
<td>78-79.9%</td>
</tr>
<tr>
<td>C+</td>
<td>74-77.9%</td>
</tr>
<tr>
<td>C</td>
<td>70-73.9%</td>
</tr>
<tr>
<td>C-</td>
<td>68-69.9%</td>
</tr>
<tr>
<td>D+</td>
<td>64-67.9%</td>
</tr>
<tr>
<td>D</td>
<td>60-63.9%</td>
</tr>
<tr>
<td>D-</td>
<td>59.9% and under</td>
</tr>
</tbody>
</table>

Weighting

- Attendance: 15%
- Professionalism: 15%
- Articles of the Week: 20%
- Minor Assignments: 20%
- Major Assignments: 30%

Attendance: I can’t replicate the experiences we have in class, and they are vital to your learning. Be here!

Professionalism: Come to class, on time, prepared with all materials required, every day. Be responsible, respectful, honest, and mature. My class is a bully-free zone. Keep your hands and mean words to yourself.

Articles: This is a weekly, school-wide, non-negotiable literacy initiative. These are due on (or before) every Friday- no excuses, no exceptions. They can be turned in on Canvas or in person. Even if you are absent, these must be in Friday by midnight.

Minor Assignments: Homework, in-class assignments, quizzes, notes, journals, bell-ringers, etc.

Major Assignments: The major tests, projects, presentations, etc. for each term.
Absences

- If an absence is unexcused, all missed work is considered “late”.
- Minor assignments must be turned in four school-days (two class-days) following an excused absence to receive full credit. You must also attach a completed absence slip (which I will provide in class) when you submit the assignment or it will be counted as late.
- Because they can be submitted early, or online, Articles of the Week are still due as stated, even if the absence is excused. See above in “Late Work”.
- Major Assignments are still due on the specified due dates (or before) regardless of absence; otherwise, they will receive the 10% late penalty as specified under “late work policy.”
- All absences—even if excused—will result in a loss of Professionalism Points. For excused absences, these points can be made up by going to Canvas, reading the announcements for the day you missed, checking your missing assignments, and then taking the “absence” quiz.

Extra Credit

I do not give extra credit assignments. Do not ask. However, if you have no zeroes or missing assignments I will raise your end-of-term grade by 1/3 letter grade. This means if you would have ended with a B+, you will move to an A- if you have everything turned in. This is my way of showing appreciation for your hard work.

Technology Requirement:

Please be aware that much of our coursework will use computers. While I will provide time in-class to work, sometimes assignments must be done as homework. Computer labs are often available at school before and after school hours. In addition, our city’s public library offers computers along with internet access for the public to use. If you do not have access to a computer or the internet at home, please encourage your student to make use of one of these alternate resources to make sure assignments are done on time.

Misuse of Technology in the Classroom

Using cellphones or tablets, listening to music, or using other electronics during class is not allowed unless I specifically direct you to do so. I will take away all electronics I see being used in my class, and you will retrieve them from the front office after school. In addition, if we use computers for an assignment and you are browsing the internet, checking grades, playing games, watching Netflix, or doing anything other than what you are supposed to be doing, I will take away the computer. You may receive a zero on whatever assignment you should have been doing, and/or you may be given an alternate assignment to complete. You will also lose your professionalism points for the day.

Necessary Supplies

Please bring the following items to class every day:

- **Pencils and Pens** (black or blue ink)
- **3-ring Binder**: You should put your loose-leaf paper in this binder and use dividers so you can be organized and move quickly between topics in class. We will take notes that you should keep to study with for tests.
- **Folder** for keeping important papers safe
- **Lined Writing Paper**: I prefer loose-leaf paper in your 3-ring binder, but you may use a five-subject, spiral-bound notebook instead if the pages have perforated edges so you can remove the frilled edge. You will lose professionalism points for turning in papers that are ripped or have hideous frilled edges.
- **Dividers**: You will need five sections in your binder (or notebook) for the following note-taking topics:
  - Literature
  - Informational Texts
  - Writing (argument and informational)
  - Language Conventions
  - Speaking and Listening
Parents/Guardians: Please keep the first page of this disclosure document for your records. Fill out the information below and detach this lower portion and have your student return it to class.

Student name:________________________________________________________ Class Period:______

Parent/Guardian name (Printed):_________________________________________________

“I have read and understand the policies and procedures contained in this disclosure document.”

Parent/Guardian signature:___________________________________________ Date:___________________

Additional Comments: If there is something you would like me to know about your student (or family situation, etc.) feel free to include it here, or email me if you prefer at joanna.ellsworth@nebo.edu.