**Shortened Parent Syllabus**

Parents, this an abbreviated form of the syllabus with the most vital classroom information on it for you. An extensive syllabus, which we will be going over as a class, is located on Ms. Peel’s website under the Classroom Policies and Procedures page. There, you will find all Classroom Policies and Procedures including honors expectations; academic skills and dispositions; social contract; late work, missing work, and make-up work policies; and assignment overviews. When you have completed reading this handout, please sign and initial where necessary.

**Ms. Peel’s Classroom Manifesto**

Hello, and welcome to Ms. Peel’s English class. I look forward to working with each and every one of you throughout your English career at Clover Garden. In this room, you will be asked to think critically, question deeply, communicate clearly, and create passionately. While these skills will ultimately lead you to be innovative leaders, they will also grow you as individuals, human beings with hearts that can empathize as well as with minds that can think. I am so excited to see the individuals that you will become, as well as get to know the individuals you already are. ☺

**Consequences (To Violations of the Social Contract Created by Students)**

Consequences listed below apply to both the classroom rules created in the social contract and the classroom policies and procedures created by Ms. Peel. If, for whatever reason, the severity of an action warrants more than verbal warning and student isolation, parents will be contacted via email.

* verbal warning to student and redirection with explanation
* student isolation within the classroom
* supervised detention, completion of Re-Focus form/written explanation and plan for correction, AND parent contact
* conference with parent and student
* referral to administration

**Assignment Weights**

Your assignment weights, based on the Clover Garden Handbook, will be as follows:

* (42%) Final Assessments, Tests, and Quizzes- Final Assessments for each unit are often performance tasks that ask you so show your understanding of the themes and skills of a unit through creation and/or analysis. Final assessments can be literary analyses, creative writing, research papers, multimedia presentations, or performances of scenes, depending on the text and unit. Final assessments will count as two grades while other tests and quizzes will count as one grade. Tests and quizzes can include multiple choice, fill in the blank, or short answer assessments to insure understanding of topics covered in class. Some assignments, such as Paideia discussions later in the first nine-weeks, will be weighted as a quiz grade.
* (42%) Individual Classwork, and Group Work in Class - Throughout your learning, Ms. Peel will assess for quality of work on a Check Plus (A- 96), Check (B-89), Check Minus (C-81, D-75) basis. Tasks in this category will often include journals, preparation for Paideia discussions, Quick-Writes, Annotation Notebooks\*, and other miscellaneous group work throughout class.
* (16%) Homework, Process Grades, and Participation- Because learning is messy and we often make mistakes through trial and error, homework and some in-class assignments, called “process grades,” will be checked ONLY for completion, with the two possible grades being a “100” for complete or a “50” for incomplete. These tasks are designed to help you better a final product through drafting, editing, revising, peer editing, etc., so grading them for completion helps you in the long run. Because these are to help you throughout a process and keep you accountable as well as help you learn, process grades are no longer useful after their due date and WILL NOT be taken if late. Please see late work, make-up work, and retakes for further details. \*Note: Annotation Notebooks on reading may be completed at home, but they count for a classwork grade, and will be graded on a check plus, check, check minus grading scale.

**Grading Policies**

Scale: Clover Garden still adheres to the seven point grading scale. Some assignments will be graded on the Check-Plus Scale or the Process Grade Scale, which are provided as well.

Traditional Grading Check-Plus Scale Process Grade Scale

A= 93-100 (Check Plus- 96) C= Complete- 100

B= 85-92 (Check- 89)

C= 77-84 (Check Minus- 81)

D= 70-76 (Check Minus- 75)

F= Less than a 70 (Did not turn in/No credit) IN= Incomplete- 50

Check-Plus Scale: The check-plus scale is simply a more efficient way to grade work for quality instead of quantity. Below is a list of qualifications for each grade:

* Check Plus (96)- Check pluses go above and beyond the requested task. Work shows a depth of understanding, creativity, or individuality. Spelling, grammar, and punctuation are impeccable. Any extra effort provided by the student, such as extra length, shows quality.
* Check (89)- Checks are assignments that cover all the necessary requirements of the task.
* Check Minus (81, 75)- Check minuses do not complete all the necessary requirements of a task. The assignment might not meet the required length, show the required depth of understanding, or show an honest reflection. A check minus might also be completely unreadable due to spelling, grammar, and punctuations mistakes.

Missing Work: All missing grades will be flagged with a “0” in the grade book until made up (please see Late Work, Make-Up Work, and Re-takes for missing work policies). If the assignment is not turned in by the cut-off date of the quarter, the grade will be changed to a “50” in the grade book, as per Clover Garden policy. \*Please remember that process grades CANNOT be made up, only exempted due to absence or extenuating circumstances\*

Academic Integrity: Cheating and plagiarizing is not acceptable. Cheating often means sharing answers before, or during, an individual assignment via notes or electronic devices or using unapproved tools to help you complete a task (like using a dictionary on a spelling quiz). Plagiarizing involves taking another’s work and presenting it as your own, which includes not citing sources correctly. If you are found cheating or plagiarizing, you will automatically fail the assignment, and parents and administration will be contacted.

Grade Updates: Grades will be updated a minimum of once a week between Monday morning and Wednesday afternoon. For all final unit assessments, please wait at least three days before asking for the grade.

Final Grading Note: Ms. Peel does not give grades. You earn them. If you do not take the extra step for the “A” or do not meet the standards of an assignment, you will receive grade you earn even if you consistently earn higher grades in your other classes. Ms. Peel is happy to speak with you about any grades you earn, and will gladly consider any extenuating circumstances, but please reach out to her in an open and respectful manner.

**Classroom Books, Literature Accessibility, and Extra Credit**

You will be asked to read different pieces of literature using either school-provided copies, or online PDFs linked on Ms. Peel’s website or on the shared drive. If you prefer to use your own hard copy (paperback or hardback) of the book, you are welcome to do so. At the end of the unit, you may turn in your personal copy of the book for Ms. Peel’s classroom for five points extra credit on your final unit assessment.

In some units, you will be reading in a literature circle format in groups of 3-5. This means that not every student will be reading the same novel, and some groups might be asked to buy their own copies of books. (These copies may also be turned in for five points extra credit on your final unit assessment.) If you are asked to buy a copy your book and cannot access the copy FOR ANY REASON, please contact Ms. Peel ASAP. We will find you a copy of the book, or your group and/or reading assignment will be changed to best meet your needs.

**Classroom Library**

Many of the books in the classroom library are classic literature and young adult novels that cater to readers from late middle school to adulthood. Because of the variety of novels available, a small number of books might contain controversial themes and motifs. Ms. Peel will be monitoring book use and will ensure that students in younger grades (such as 9th and 10th) do not receive content too mature for them. You are always welcome to come look through the shelf or communicate with Ms. Peel that you would not like your student to read specific works. When a student reads a text from the classroom library during independent reading time or for pleasure, he or she chooses to read that specific text on his or her own accord, not because Ms. Peel requires him or her to read that specific book. If at any time you wish for your child read a different a book, *please* communicate with Ms. Peel so that she can help find a more appropriate book for your child.

***PARENTS, please initial here to verify that you understand that you have access to Ms. Peel’s library, that a few of the works on the shelf contain mature content that is monitored by Ms. Peel, and that you will communicate with her if you have any concerns regarding the book your student is reading during independent reading time or outside of school for pleasure: \_\_\_\_\_\_\_\_***

**Contact Information**

If, for whatever reason, you wish to contact me, please feel free to do so via email at abigailpeel@cgsnc.org, at my contact page on my website (peelsenglish.weebly.com) via the home page, or by calling Clover Garden School at extension 403. We are working together for the benefit of all our students. I am open to contact, just please allow 48 hours for non-emergency response.

***PARENTS, please sign here to verify that you have read the abbreviated syllabus, that you understand that the full syllabus is Ms. Peel’s website under the “Classroom Policies and Procedures” that all calendars, assignment descriptions, and assignment sheets can be found on the “Across Classroom Assignment Sheets” page or your child’s grade level page, and that you have Ms. Peel’s contact information on hand.***

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Parent Signature Date

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Parent Name (Print) Parent Email Parent Phone Number

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Student Name Grade and Class