

Ms. Kay

Catalpa Room

Syllabus

2021- 2022

Families and students please review the information about my Crews together and sign the contract portion at the bottom. It will be important for you to understand the late work policy and the homework expectation as well as my expectations for behavior.

Letter from Ms. Kay:

Dear Students and Families,

Welcome to Upper Grove English Language Arts & Humanities! I'm looking forward to a very successful school year! Whether you have me for the Thinking Creatively Crew, 6th or 7th Core Crew, Creative Writing, College and Career Exploration, or Leadership, my practices, policies, and procedures are consistent.

In my classroom I try to foster an environment where everyone feels:

- They belong
- They can succeed
- They can make wise choices.

Students, the Catalpa classroom is a place to express your thoughts, ideas, and opinions. It is important that you understand that we treat each other with respect in our room. I hope you'll feel comfortable sharing so that we can grow our knowledge and our ability to speak in front of others.

Families, you have an open invitation to the classroom. I can always use extra help if you are willing to share your time with us. Please discuss with your student what it means to support others in their classroom and how they can show respect to everyone. This is a very important conversation.

Remember students, I am here to help you. It is important to me and integral to your growth throughout the year that this classroom is a

safe place. I encourage you to be creative and open while remaining respectful and tolerant of others.

I look forward to getting to know you as individuals and as students. Please come to me with questions, concerns, or any comments you may have.

Kind Regards,

Ms. Kay
krichards@greenwoodcharter.org

Upper Grove ELA & Humanities Curriculum and Class Requirements

This year each crew will be broken into modules or units paired with a specific text. We will end the year with a Case Study and each semester with an intensive. There will be different guiding questions for each topic aligned with Expeditionary Practices as well as state standards. These core classes will often overlap but there will be some targeted instruction. At the End of the year, several weeks will be spent meeting the testing requirements from the Utah State Board of Education.

Homework will be due on Thursdays. Student's grades will be updated each Tuesday by 5 PM. Our Thinking Creatively Crew will also have biweekly reviews of all classes. We will do periodic check-ins on JumpRope, our grading system, to keep everyone informed of progress.

Please help us develop good study skills and healthy habits by checking in with your student each night. It is also important that they have time and a quiet place to complete their homework. There will be homework this year.

School Norms:

Students will work with me to create classroom norms that reflect our school's expectations for behavior and conduct.

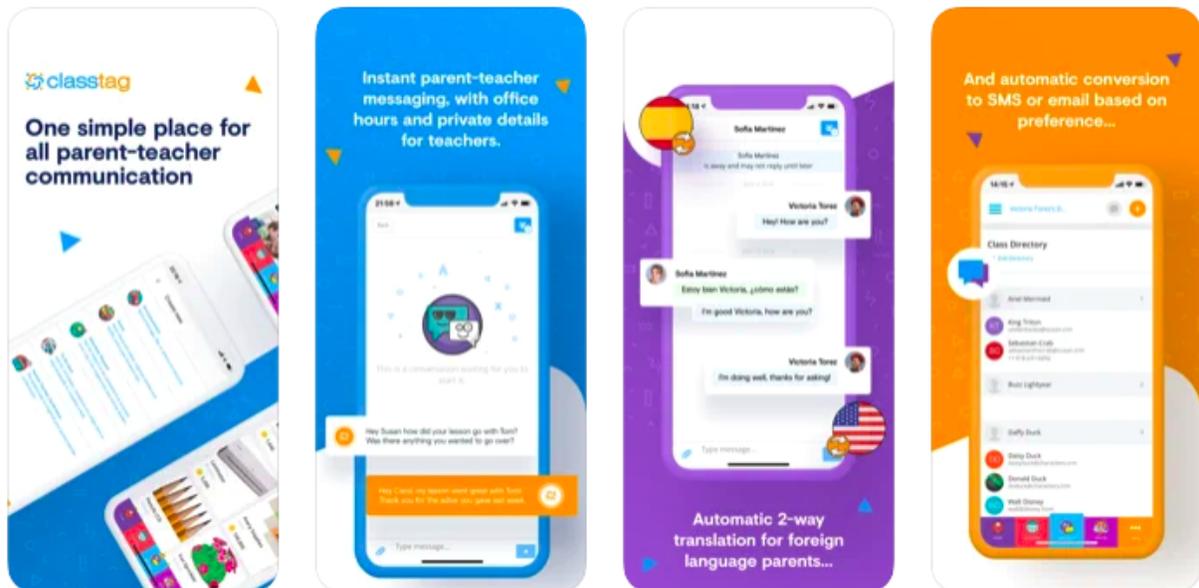
1. **Be responsible**
2. **Be engaged**
3. **Be respectful:**
4. **Be safe:**

Daily Schedule: Students can expect a daily structure that will conform to their learning targets and core standards.

Office Hours: Families can conference with me during my weekly scheduled meetings times, use the class tag app, or send an email when needed.

While communication with students and families is one of my top priorities, I will only be available to respond to requests, information, and inquiries afterschool during my office hours. During school hours, I privilege my instruction. I also will not be available weekends or evenings.

ClassTag: This year I will be piloting the ClassTag app for classwide communication. This app should supplement individual student communication and email. I would recommend downloading the app.



Google Classroom: We will be using Google Classroom this year. Students will login to their google account to access assignments, see due dates and turn in assignments. If parents have a question about homework this will be a great place to check first!

Student Portfolio: Students will create a portfolio that will allow them to feel a pride of ownership of their work and enable them to see the personal and academic growth of the work they have completed. This portfolio will be featured at Student-Led Conferences. Eighth-grade students at Greenwood will also be preparing their portfolios for passage. They will be presenting in front of a group of parents, board members, teachers, and community members. They will be sharing their growth and what they have learned, so these portfolios are important and will be updated regularly. We will be keeping both a paper and electronic copy of work completed this year.

JumpRope: The online grade book is another valuable resource. Aligned with Greenwood's standards-based grading practices, Students and parents can track a

student's academic scores throughout the year. This will allow you to know, at any time, a student's overall grade and individual assignment grades.

Compass: Absences will be recorded for office and state use in our Compass system. To excuse absences, please call the office.

Academic Grades: Students are responsible for turning in all work assigned in class, whether absent or not. They will be expected to turn work in on time.

- **Absences:** When absent, students are required to check in with their teacher in order to remain current with assignments. It is the student's responsibility to obtain any missed work.
- **Missed Tests:** Students must make arrangements with the teacher to make up tests the DAY THEY RETURN FROM AN ABSENCE. This is the student's responsibility.
- **Late Work:** Students will have two weeks to make up missing assignments from the day that they missed the assignment or from the day that they returned from an absence (or another arrangement has been made ahead of time with the teacher).

Students will receive their progress reports every two weeks in their core classroom as well as periodic in-class check-ins on JumpRope. They will be responsible to get any makeup work turned in before the next progress report comes out.

Media Policy: In both Language Arts & Humanities, videos are occasionally shown and articles are read to reinforce material being taught. Often, a piece of media may show something in a different light. These videos are cultivated through our Expeditionary Learning curriculum and vetted for use in the classroom. We will compare and contrast things that are written with things that are produced in a video. **By signing the attached sheet, you are giving permission to view and participate in all media in the Catalpa classroom.**

Internet Parent Waiver and Release: We will be recording podcast episodes, videos, and taking photographs to document our Crew History and fieldwork. I will also be selecting and displaying the best student work while maintaining student's privacy to the best of my abilities.

By signing below, I/we authorize the use of photographs, audio, or video for internal classroom or GreenWood teaching practices and classroom communication. These products will not be used for financial gain, but as student examples for future years and to build a classroom community via our communication application.

Supplies: The following supplies are recommended for class throughout the school year and are specific to our classroom. I have made arrangements to house most of our materials in the classroom this year. Please let me know if

there are any difficulties obtaining supplies and alternate arrangements will be worked out.

Students in College and Career exploration will not need these supplies. They will be using Google Classroom exclusively.

Students will manage these supplies (they will not be used as a community) and be expected to have them in class each day:

- (1) [1" Round Ring Binder](#) 175-220 Sheet Capacity Economy View Binder, preferably White and plain, with pockets and plastic cover, we'll be customizing our binders with projects throughout the year
- (2) [Solid Color Pocket Plastic Folders](#), preferably two different colors, no need for prongs or brads, just pockets
- (1) 25ct -- [Letter Sheet Protectors Clear](#)
- (1) [8ct Plastic Write-On Index Dividers](#) with Pockets
- (2) [College Ruled 1 Subject Flexible Paperboard Cover Spiral Notebook](#)

Amendments: I do reserve the right to alter or change the information provided with notice.

Parent/Student Syllabus Signature Sheet

Dear Parent:

We have given both you and your child a lot of information. Please read over the letter together, and sign this letter to indicate that you have read/understood each component.

Please return by Tuesday, the 24th

Parent Signature _____

Parent Email for Teacher Communication (please write legibly)

Student Signature _____

Student Name (Printed)

Comments/Questions: _____
