

Ms. Kay

Catalpa Room

Syllabus

2022-2023

Families and students, together, please review the information in this document 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. My practices, policies, and procedures are consistent whether you have me for the Thinking Creatively Crew, 6th or 7th Core Crew, Pickleball, College and Career Exploration, or Leadership.

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. We will be working to develop our listening skills this year and holding space for the speaker in our classroom.

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.

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

Each class is designed to challenge and encourage student's growth in accordance with the Utah requirements, while emphasizing project-based and real world applications.

Student's grades will be updated each Wednesday by 5 PM. We will largely be looking at unit assessments as well as projects created throughout a term as the mainly graded assignments. I will create feedback cycles that help inform us about where our students are performing in comparison with Utah State Grade Level Standards. Students will learn to track their own data so that they can be engaged in the learning process and set individualized goals for growth and improvement. Students in need of additional support can come visit my study hall, held during crew time on Thursdays.

Our Thinking Creatively Crew will also have biweekly reviews of all classes. Students in my crew will receive an email if they are missing 5 assignments in any/all of their classes. We will do periodic check-ins on JumpRope, our grading system, to keep everyone informed of progress. Term grades are finalized quarterly and cannot be adjusted once the term has ended. You may find focused to meet these deadlines in the weeks surrounding the end of term so that the scores are an accurate representation of a student's learning and ability.

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 some homework, mostly reading and assignments not completed during class time, this year.

At GreenWood our focus is on educating the whole child, it's important to me that we keep our health and wellness at the forefront of our educational

journey. Please let me know what I can do to help support your family in keeping a healthy balance of challenge and calm.

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**

My goal for students is to have them practicing professional workplace behavior appropriate and accepted in our communities.

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 meeting times, use Canvas, 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 after school during my office hours. During school hours, I privilege my instruction. I also will not be available weekends or evenings.

Assessment: Greenwood uses standards-based grading practices designed to help students understand their growth in a particular skill or ability. Students are in charge of their learning and scores. We do not use a traditional model. There are no As, Bs, Cs, or Ds in our crews and classrooms. We use a scale of 1-4 to determine proficiency. However, 4s are very rare. Students should be working to receive a 3, which shows that students are on track and performing at expected levels. Students should expect to see many 1-2s whenever we are attempting a new skill and challenge themselves to achieve a grade-level proficiency in that area over time. I am happy to support students who are motivated to increase their scores by completing skills.

My classroom is about the individual growth that I see from a student and their level of effort, grit, and resilience rather than their final scores.

Parents should only be concerned with missing assignments and final quarterly scoring. Many opportunities will be given for students to demonstrate growth in a skill over the course of the year.

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 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 quarterly as well as periodic in-class check-ins on JumpRope. They will be responsible to get any makeup work turned in before the next quarterly progress report comes out.

Canvas: If approved, we will be piloting the Learning Management System Canvas in our ELA classroom. This is a great resource for updates and communication between parents and students. Students and parents will have access to login information where they can see our calendar of events, upcoming assignments, and turn in work.

Google Classroom: We will also 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 participate in Passage. They present their work 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. Keeping a portfolio in all of your work throughout your time at Greenwood is vital to the success of Passage. We will be keeping both a paper and electronic copies 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.

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 permitting your student 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 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
- (1) [8ct Plastic Write-On Index Dividers](#) with Pockets
- Something to write with everyday

I am always looking for donations to our classroom, please contact me if you have the opportunity to support us.

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

Parent/Student Syllabus Signature Sheet

Dear Parent Suns and Student Seeds:

Please read over the letter together, and sign this document to indicate that you have read/understood each component.

Checkmark Classes that apply:

<input type="checkbox"/> Crew	<input type="checkbox"/> Career and College Readiness
<input type="checkbox"/> 6th Grade ELA	<input type="checkbox"/> Leadership
<input type="checkbox"/> 7th Grade ELA	<input type="checkbox"/> Pickleball

Please return by Tuesday, the 23rd of August:

Parent Signature _____

Parent Email for Teacher Communication (please write legibly)

Student Signature _____

Student Name (Printed)

Comments/Questions: _____
