Students are encouraged to see me for assistance, make-up work, or test make-up during Academic Preparation Period (APP) or on Monday, Wednesday, or Friday morning by appointment.

Course Description
Throughout this year we will be studying works of American literature to prepare you for future college and careers. We will follow the Core State Standards as we sharpen our reading skills with both informational and literary texts, our writing skills through varied forms of expository, argumentative and creative writing, and our speaking, listening and inquiry skills through discussion, research and presentation. The key to success is to always try and do your best. If you do that, you will certainly be rewarded.

Class Materials
Students are expected to be prepared and bring the following materials to class everyday:
- A spiral notebook (for Writing and Language)
- Pen/Pencil

Behavior Expectations
Huskies always: Remove hats and follow dress code, eat lunch in designated areas and keep halls and restrooms clean, attend class all the time on time without sluffs, and show respect to and expect respect from all adults. Always ask yourself: What Would Harvey Do?

Being Responsible, Respectful, and Safe all apply directly to this classroom. Students are expected to behave appropriately and to respect the opinions and contributions of others in the class. Always come to class ready and willing to work. The classroom rules will be posted and failure to comply will result in the following chain of penalties:


A student contract will be created if a student fails to comply with the verbal warning. On the first offense, they are encouraged to take care of the problem on their own. On the second offense, the contract is sent home to be signed by parents. On the third offense, the contract is signed by administration and lunch detention is assigned.

Electronics
Students with technology devices (cell phones, music players, tablets, etc.) should keep these out of sight during class unless otherwise specified. Failure to comply will result in the chain of penalties listed above. Students are encouraged to be present without distractions in order to maximize learning. We will also use Chromebooks in class, which must be used appropriately. This will help us maintain a positive and productive learning environment.

Class Policy and Procedures
Note Taking: English classes will take notes in class that include the following four elements: Learning Objective(s), Capture, Question, and Summarize. Class notes should be the main study source for tests, quizzes, and essays.
Hall passes: Hall pass procedures including APP planners will be discussed and established during the first days of class.
Extra credit: Extra credit assignments will be given at the discretion of the teacher and will only be available to students who have completed all class assignments.

Academic Grade
Grades are determined on a percentage scale that reflects content knowledge and skill of students.

The breakdown is:

- **Assessments**: tests, quizzes, essays, projects, etc.
- **Daily Assignments**: practice, reinforcement, and extension of skills discussed in class.
- **Speaking & Listening**: Students receive points each day for participating in class activities and discussions, following class rules, and respecting others. This portion will be lowered due to disruptive behavior or unauthorized use of electronic devices. Speaking & listening points for excused absences may be made up during APP.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
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<tr>
<td>F</td>
<td>Below 50%</td>
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</tbody>
</table>

Grades are updated frequently and students are responsible for using Skyward to keep track of their grades. Students should utilize Academic Prep Period (APP) every day to complete missing work, retake tests, get extra help, review school rules, listen to announcements, and attend specified study halls. We expect students to attend every day.

Cheating/Plagiarism: Students are expected to be honest in their work in this class. If a student is suspected of dishonesty or of plagiarism in completion of any assignment, parent contact will be made and no credit will be given for assignments in question. Please note that Canvas utilizes a program that accurately detects plagiarism.

Late Work and Retake Policy
I will follow the Hillcrest High School attendance policy. Students are responsible for turning work in on time in order to benefit from policies that allow them to revise or improve their work during each unit. Make-up work for excused absences needs to be picked up during APP within **one week** when possible.

Students will be permitted to turn in late or missing work throughout a unit of study. Units of study are typically 3-5 weeks long. Once a unit is over, missing or late work will not be accepted. However, each student will receive two opportunities to make up work one week after the end of a unit. These opportunities recognize that travel, extracurriculars, and family circumstances occur throughout the year, and are provided to allow students to maintain their grades during those times. However, deadlines and due dates for major assessments (tests, quizzes, essays, seminars, etc.) within each unit will be maintained, and students are encouraged to turn in work on those dates and not wait until the end of the unit to turn in late or missing work.

If a student is unprepared on the day an assessment is due, they can turn in that work on a later date without penalty but may forfeit the opportunity to revise or resubmit assessments as a result of not being
prepared on the original due date. Failure to complete assignments as they are assigned may result in a student being unprepared or unsuccessful on quizzes, or class activities.

Before the end of each quarter, teachers will establish final due dates for all work in order to give themselves time to finalize grades. Students will not be allowed to turn in work after those dates.

**Film and Literature Use**

Some of the literature and multimedia that we read/view may contain material that could be seen as offensive by some. However, this will only occur sparingly (if at all), and only in situations where it is absolutely necessary in context. All films/texts will be approved by Canyons School District. If you have any concerns, please contact me and I will be happy to provide a rationale, and perhaps offer an alternative and equivalent reading assignment.
Students are encouraged to see me for assistance, make-up work, or test make-up during Academic Preparation Period (APP) or on Monday, Wednesday, or Friday morning by appointment.

Course Description
Throughout this year we will be studying many important works of literature to make you better readers, elements of grammar to make you more powerful writers, and skills to prepare you for future college and careers. Through an examination of novels and other smaller texts, grammar, public speaking, etc., we will build your skills as readers, writers, and deep-thinkers.

Class Materials
Students are expected to be prepared and bring the following materials to class everyday:
- A spiral notebook (for Writing and Language)
- Pen/Pencil

Behavior Expectations
Huskies always: Remove hats and follow dress code, eat lunch in designated areas and keep halls and restrooms clean, attend class all the time on time without sluffs, and show respect to and expect respect from all adults. Always ask yourself: What Would Harvey Do?

Being Responsible, Respectful, and Safe all apply directly to this classroom. Students are expected to behave appropriately and to respect the opinions and contributions of others in the class. Always come to class ready and willing to work. The classroom rules will be posted and failure to comply will result in the following chain of penalties:

1. Verbal Warning
2. Student Contract
3. Parent Contact
4. Administration/Lunch Detention

A student contract will be created if a student fails to comply with the verbal warning. On the first offense, they are encouraged to take care of the problem on their own. On the second offense, the contract is sent home to be signed by parents. On the third offense, the contract is signed by administration and lunch detention is assigned.

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Attendance: Students will follow the Hillcrest High School attendance policy.

Academic Grade
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Directed Studies Contract

2019-2020

Directed Studies is a class period dedicated to pre-teaching and re-teaching the core content introduced in general education classes. This class period is an extra support time for those students who require additional instruction and/or assistance to be successful. This class period may also be used to work on credit recovery. Directed Studies is a pass/ fail class that counts as an elective credit.

To receive a passing grade in this class, students will:

1. Arrive to class on time.
2. Be prepared—bring general education classwork to DS classroom.
3. Attend regularly.
4. Use technology for academic purposes only.
5. Complete weekly grade checks.
6. Complete weekly assignments to build executive functioning and/or study skills.
7. Complete weekly planner/notebook checks.

Continued enrollment in Directed Studies will be determined at the end of each quarter. Failure to follow the contract may result in a failing grade and transfer out of Directed Studies.

Contact information:

Ms. Keefer
B-206
801-826-6028
heidi.keefer@canyonsdistrict.org
Please complete this form and return to your Directed Studies teacher.

Date________________

Student Name (Printed): ____________________________________________

Student Signature: ________________________________________________

Parent/Guardian Name (Printed): ____________________________________

Parent/Guardian Signature: _________________________________________

Contact phone #:__________________________________________________

Contact email ____________________________________________________

Preferred method of contact: phone  or email (circle one)

Things you need/want us to know about your child:
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
                                                                
