*E-mail –* [*lydia.insko@hardin.kyschools.us*](mailto:lydia.insko@hardin.kyschools.us)

***My website – mrsinsko-grady.weebly.com***

**Materials:**

All students should have the following materials each day:

1. Pen or pencil
2. Some sort of folder/binder/notebook to organize materials
3. Parent permission for internet access at school, using library/lab computers
4. Any assignments and/or materials for class (homework, projects, etc.)

**Grading:**

|  |  |
| --- | --- |
| Writing projects, tests, and large assignments | 40% |
| Daily assignments (homework, class work, quizzes) and ACT practice | 30% |
| Vocabulary work/quizzes | 20% |
| Class participation | 10% |

**Late and Make-up Work Policy:**

*As of August 2013, the English Department is implementing a “late work” policy. Late work constitutes an assignment that is not turned in on the assigned due date (during class) when the student is present. If the assigned work is not turned in, a “0” will be recorded in Infinite Campus for the assignment.*

**Daily Assignments** (i.e. in-class assignments, homework, etc.):

**NOTE:** An ***In-class assignment*** is defined as an assignment given during the class period, expected to be completed and turned in at the end of the period. ***Homewor***k is defined as an assignment that is given in class but given time to complete at home and returned on the designated due date.

If a student is ***present*** and he or she does not turn in the assigned work at the beginning or end of class when it is due, the assignment is considered late. If a student is ***absent*** from class when the assignment is assigned, he or she will be expected to abide by the Homework Make-up Policy outlined in the Student/Parent Handbook, which states: *For every day the student misses, the student will receive the same amount of days to complete the make-up work. The counting of days for make-up work starts the second day the student has returned following the period of the absence* (23).

In the event that a student cannot turn in a ***homework*** assignment due to unforeseen circumstances, a parental note will be accepted on the day the assignment is due explaining why the student has not completed the work. In which time, the student will be given ONE additional day to complete the assignment with a **20%** deduction of grade on the assignment. If the assignment is not turned in after the ONE day extension, a **"0"** will be recorded for the assignment. NOTE: A student may only turn in ONE parental note per trimester.

**Long-term Assignments** (i.e. projects, writings, etc.):

**NOTE:** A ***Long-term assignment*** is defined as an assignment assigned 5 days or longer prior to the due date.

If a student is absent, he or she is expected to turn in the assignment on the day of his or her return to class; otherwise, the “late work” policy will take effect.

In the event that a student cannot turn in ***the long-term assignment*** due to unforeseen circumstances, a parental note will be accepted on the day the assignment is due explaining why the student has not completed the work. In which time, the student will have ONE additional day to complete the assignment with a 20% deduction of grade on the assignment. If the assignment is not turned in after the ONE day extension, a “0” will be recorded for the assignment. NOTE: A student may only turn in ONE parental note per trimester.

**Classroom Management Plan:**

I expect mature, adult behavior from all students. My #1 rule is RESPECT. You must earn respect in order to get it – don’t demand it if you don’t show it. Be kind to me, to each other, and to any visitors we have. Respect my books/resources, and keep everything of mine in good condition.

Speaking of my room, keep in mind that my procedures are all listed in detail on my wall. These are the policies and procedures to which you will adhere each trimester. If I have to ask you to stop your distracting behavior too many times, I’ll start the process of calling home, sending you down to see your principal, etc.

**Extra Notes of Interest:**

1. No food or drink is allowed in my classroom – eat your meals/snacks on your own time. Water bottles are fine. No open soda cans.
2. Do not ask to leave class. Restroom visits will take place in between classes.
3. Stay organized. Know where your required items are at all times, and bring them to class with you every day. Using your notebook for this class is one way to make this happen.
4. Be on time to my class every day. The school-wide tardy policy will be enforced in this classroom – you must be **in your assigned seat** when the last bell finishes ringing. Begin your bell work as soon as you get seated.
5. Please ask me if you don’t understand something. I am here to help you, so please don’t hesitate to ask me anything. (If you aren’t comfortable talking to me in class, you can always e-mail me or come see me before/after school.) **You can also check my website for handouts, extra help, and other classroom resources.**
6. I will adhere to the school policies for the big issues, such as cell phone use, dress code, and the like. See your student handbook for these policies.
7. Plagiarism is just a fancy word for “cheating.” If you are caught plagiarizing, you will be given a 0% on the assignment, and I will notify your parents and your assistant principal. If you and another student are caught cheating from one another, both/all students will receive a 0% and parents/principal will be notified.
8. I reserve the right to amend this syllabus throughout the year as I see fit.

**STUDENT: Please read and sign below.**

I have read and I understand the information contained within this class syllabus. I know that I may visit Mrs. Insko-Grady’s website at any time for help or enrichment in CCR. I also understand that I may e-mail her with questions whenever in-class discussions aren’t possible.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student)

**PARENT/GUARDIAN: Please read and sign below.**

I have read and I understand the information contained within this class syllabus. I understand that I may contact Mrs. Insko-Grady with questions or concerns at any time.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian)

**How can I reach you during the school day? (Please circle all that apply.)**

Cell phone Home phone E-mail Text message

**Please provide me with the information necessary to contact you.**

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**Is there anything I need to know about your child in order to help him/her succeed?**

(If you prefer to send me an e-mail to answer this question, feel free to do so.)

Thank you,

Mrs. Lydia Insko-Grady