Dear Parents/Guardians,

I am very excited to begin this new school year as your child’s ELA teacher! It is my sincere hope that your child will grow to love reading and writing throughout the course of this class.

The students will be challenged and held to a high standard of work ethic and responsibility. This syllabus will serve as an overview of the class and expectations for this school year.

**Expectations:** I expect that each student will come to class every day prepared and ready to participate and do their very best. Students will leave their folders in the classroom and should ensure it is stocked with paper each day. In addition, students must bring a pencil to class every day as well as any current homework, writing assignments or reading materials sent home overnight.

**Parent Contact:** I believe an open dialogue with parents, as well as parent involvement, is crucial to the success of each student. I encourage emails with questions or concerns. Please check the Parent Portal often as this is your best resource to understanding your student’s progress in this class and many questions about grades are answered through the reports on the Portal. Should a conference become necessary, we will schedule it as quickly as possible in order to address issues in a timely manner. Canvas will be used as the class website.

**Grades:** 40% of the student’s grade will be based on participation/completion of homework, classwork, prewriting tasks, short writing assignments, etc. 60% of the grade will be comprised of larger assessments consisting of essays, quizzes, tests, etc. Information about assignments will be available on the website as well as posted in the classroom daily.

**Late Work:** Unless a student is absent, late work will only be accepted for essays and projects that receive credit in the assessment category. Completing homework by the due date in order to receive feedback is crucial and as such, late homework will not be graded (unless there was an absence). The policy for late essays/projects is a 30% deduction if late but turned in on the same day as the due date and an additional 10% deduction per day if turned in after the due date. The maximum penalty is 50% as long as the assignment is submitted by the end of the grading period. I abide by the school’s absence policy for turning in work following an absence but catching up on missed work quickly is very important to avoid falling further behind.

I am truly looking forward to this school year and the opportunity to teach your child! Please feel free to contact me with any questions or concerns via email Brookshire.traci.m@muscogee.k12.ga.us

I have read and understand the syllabus for Ms. Brookshire’s ELA class.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This portion is to be returned no later than August 9, 2017