Mr. Moore's Classroom Guidelines

North Haven High School
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Classroom:

We will be spending a significant amount of time together in room 213. With shared effort, we can make this more than a room; we can make it a community. I will work to foster a cooperative environment in which we all feel comfortable and prepared to learn – I hope you will do the same. It is my most basic and essential expectation that you will be respectful of your fellow classmates' opinions, property, and persons. Likewise, you should expect the same respect from both your classmates and me. Bullying is certainly not an issue I anticipate, but please be aware that I am required by law to submit written reports of any bullying I witness. Don't put yourself or me in that position. Please also keep in mind – as you both write and speak – that I am mandated to report any serious concerns that come to my attention.

Participation:

Beyond the essentials (being respectful, attentive, well-prepared, etc.), exemplary students find ways to actively engage with and contribute to our shared discussions and other work. Participation is an important factor in my classroom and is therefore counted as a significant portion of each marking period. Typically, this amounts to approximately 15%, sometimes as much as 100 points depending on the marking period. Please refer to our Marking Period Participation Rubric for detailed L1-L3 guidelines.

Assignments & Grading:

I use a total points system of grading. Each assignment will be worth a specific number of points. Your marking period grade will be calculated by dividing the number of points you earn by the total number of points possible. For instance, classwork is typically worth 5-15 points. L1-L3 students should be prepared for daily reading quizzes that are worth 10-20 points. Projects and minor writing assignments are usually 30-100 points, and major papers and tests are 100-200 points. Depending on a variety of factors (degree of difficulty, time spent, student outcomes, etc.), grades may be weighted.

All assignments should be handed in on time, as per the NHHS English department late work policy. Homework (i.e. any work assigned/worked on outside of class) is checked at the beginning of the block and **will not be accepted after that**, except in the case of an absence. For other work, the following applies: "**Work that is not turned in on time earns a zero**." If you contact me at the first sign of an issue more than a day *"prior to* the deadline," I am required – and welcome the opportunity – to provide a time to meet and establish a plan and new deadline. That said, I reserve the right to accept work with late credit deducted. Percentages will vary based on the assignment, but as a general rule for late major assignments (e.g., essays, etc.), I deduct 10% per class day and 20% per weekend late.

You are responsible for all reading and assignments missed due to an absence. I will follow the school policy, which states that you have one week to make up missing work, including but not limited to homework, quizzes and tests, and papers. I will not track you down to remind you — this is your responsibility. I regularly post essential assignments and announcements on Google Classroom. However, I cannot guarantee that all assignments will be posted there immediately, so it is your responsibility to pay attention in class or

to contact me promptly with any questions. I assign homework each day, so if you do not see it on Classroom, contact me for directions.

Academic Honesty:

Academic honesty is a hard and fast requirement of any course, and I expect all thoughts and phrases you write to be your own. When you look at outside sources, you absolutely must cite them, meaning you must identify those portions of your work that you borrowed and/or are commenting on from elsewhere. You are expected to follow the MLA citation guidelines; for any questions about this format, please click here or see me for a tutorial.

Academic dishonesty includes cheating, plagiarism, multiple submission, and facilitating academic dishonesty, as laid out in the North Haven High School policy, and will not be tolerated. Participating in any of these activities will earn you an **automatic zero** for the assignment, a referral to your grade principal, and may result in a conference with your teachers, administrators, and family. Subsequent offenses will be met with additional discipline by your grade principal.

The NHHS Student Handbook defines plagiarism as "copying the language, structure, and/or ideas of another and representing them as one's own work." This may range from copying another source word-for-word, to summarizing ideas without citing the source. Every time you consult outside sources -- a fellow student or adult, websites (including but not limited to SparkNotes, Shmoop, etc.) be certain that you have cited the ideas, phrases, and/or words that came from the source.

Submitting AI-generated text as your own work is plagiarism and academic dishonesty. Students may **not** use ChatGPT or other artificial intelligence (AI) sources/tools to produce academic work, unless you have first discussed your plan with me and I approved. (If approved, you may only use the tools provided by me via Magic School.) Writing is a creative process, similar to music and art. No first draft is perfect, and in this class, we will spend a great deal of time investing in looking at how your written pieces come together.

When you submit typed work for me to assess, **you must use the Google Doc or Slide file that I post for you on Classroom, or you will not earn credit.** Any work done in an outside document (or copy & pasted from an outside document into your class document) will **not** earn credit for a grade. Additionally, **all typing must be completed during class,** or by arrangement with me. Before grading, I review Classroom's "Originality Report" (that compares student work to online sources, their peers' submissions, etc.), as well as the writing process via each document's history.

I am infinitely more interested in your own thoughts, interpretations, and analysis than an online source that claims to be insightful or "correct." Trust yourself! If you are unsure of how to cite a source, please see me or a member of the media center staff *before* you submit your assignment. *I would much rather work with you and provide extra time than be faced with a plagiarized paper and a mandatory zero.*

Attendance:

You are expected to arrive on time for every class, and you will be marked tardy if you are not in your seat by the time the bell rings. I will follow the NHHS guidelines [i.e. students who "arrive late to class without a pass will be considered tardy or absent for that class as follows…" (36), 6+ minutes late will result in a

referral to administration, 20+ minutes late will result in a cut and call home, etc.]. Every third tardy, you will be assigned an after-school detention with me, a referral to administration, and a phone call home. (You must serve this detention within one week of the date it was assigned.) As per policy, all cuts will be written up as referrals.

Passes:

In both my classes and my ISTs, I am not allowed to write passes for you to see other teachers, counselors, or to go to your locker or the office.

You have several minutes between classes—this is ample time for you to stop at the lavatory and/or your locker. If you must go to the lavatory during class, take a bathroom pass and sign out (on the desk near the door). I expect no more than **one student out at a time**, each for no more than five minutes. Of course, be aware that you are responsible for any material, notes, quizzes, etc. you may miss while you are out of the room. I will reward classes that demonstrate personal responsibility by suspending the sign-out sheet.

Cell Phones & Other Electronic Devices:

I will follow NHHS policy: "To preserve the learning environment, student phones must be completely out of sight and off/silenced (no sound and no vibration) from the beginning to the end of every class period." After a warning, I will refer you to your grade principal for disciplinary action.

I expect you to put your phone in an assigned pocket of the cell phone holder behind my desk. If you do so every day, you may drop your lowest quiz grade (up to 15 points & given that all quarter work is complete), in addition to earning participation credit for being engaged during class.

Students are required to use their school Chromebooks for all assignments, and to refrain from using headphones/airpods and hoods. If you have questions or concerns, please speak with me privately.

Email:

I expect that you will regularly check your NHHS email account for updates and messages from both the school and me. When you write to me, include a greeting. Be as specific and clear as possible; don't expect me to know what you are thinking. Proofread before hitting "Send." Don't forget a closing with your full name.

Office Hours & Extra Help:

I am available for extra help A1, A3, B2, and most days after school except Wednesdays (when I co-advise Writing Club). My **Office Hours (2026-27)** are:

- Monday: available (except for faculty/department meetings two Mondays per month)
- Tuesday: available until 2:45
- Thursday: available until 2:45
- Friday: available

Classroom Guidelines
HOMEWORK ASSIGNMENT

Please share the above classroom guidelines with your parent(s)/guardian(s), and ask them to read the letter that follows. Return the signed bottom portion as soon as possible and **no later than two weeks from the start of the school year. (This is a graded assignment.)**

Dear Parent/Guardian,

My name is Mr. Chris Moore. I am greatly looking forward to working with your son or daughter in my class this year. I believe that the best way to start off the course is to clearly establish my ground rules, policies, and expectations for the students.

These pages are the basic guidelines for my classroom. I expect that this course will be an educational and enjoyable experience both for the students and for me. As I consider the year before us, I am reminded of a question that students (and parents) often ask: namely, how can I succeed in this class? Generally, two key ways to improve one's grade are: (1) to read thoroughly and carefully before each class and take careful notes, in order to not only perform well on assessments but also to engage fully and critically with the ideas explored by each writer; and (2) to participate constructively during each class at least once. Participation accounts for a significant percentage of each marking period (typically about 15%), so the role of participation—preparedness, contributions to discussions, active collaboration during group work, etc.—is vital. As a final note, I am regularly available for extra help on essays and other assignments as needed (please see "Office Hours," above). I welcome opportunities to provide this help, so students need only ask in person or write to me via email.

Thank you once again for reading these guidelines and for taking the time to fill out this sheet. Please don't hesitate to contact me with any questions, comments, or concerns throughout the year, or simply for an update on your child's progress. In the same way, I will call or email home as needed.

My email is moore.chris@northhavenschools.org and my phone number is (203) 239-1641 x2213.

Yours,

- Mr. Chris Moore

I have read and understand the guidelines for this class.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

I have read and understand the guidelines for this class. I commit to putting forth my best effort (i.e. reading the assigned materials, taking notes, completing assignments on time, participating in class, and seeking extra help as needed) in order to succeed in this course.

Student Signature: _____ Date: _____

Student Name: _____