

Mrs. Mehl: Academic & Course Expectations

(English 9 H, English 11, Writing Center Theory & Practice, Literature to Film)

OFFICE HOURS: Wednesdays 9:00-9:30 * Google Meet "Room 311 Online" * Periods 1, 2, 5 with appointment
Room 311 jmehl@npsct.org

❖ **Preparation & Participation** – preparation and participation are an integral part of academic success and essential to a positive experience in this course.

Be prepared...

- ***With all necessary materials for class each day.*** Come to class with notebooks, textbooks, writing utensils, workbooks, journals and all assigned work completed to the best of your ability.
- ***With all written assignments having fulfilled all responsibilities.*** All materials turned in should be in final draft form unless otherwise noted. Every attempt should be made to avoid errors in grammar, mechanics and usage. Work should be proofread and an accurate representation of the best work achievable by you the student. Written work handed in should be in 12 pt. Times New Roman font, double-spaced. ***Work that does not meet these requirements will not be accepted and/or given a grade penalty.***
- ***With your reading assignment completed.*** Students are responsible for comprehending assignment material. You are encouraged to use strategies discussed in class in order to facilitate comprehension. Students should attempt to identify the cause and place where understanding might be lost. Vocabulary that you do not understand should be looked up!
- ***For all class activities and work.*** Review notes and materials before you come to class or before the bell rings. Be ready to contribute to discussion and or share comments on the readings.

Participation - class participation is expected of all students, each day. I reserve the right to include all students in class discussions. Class discussion is an extension of preparation and therefore included in your grade for this course. A thoughtful conversation on the materials we have prepared and are studying forms the basis of the English classroom. Make sure your voice is heard each day! You will receive a grade for participation twice each quarter. I do keep track of your preparedness and extent to which you engage in class. These components will be factored into your quarter grades.

❖ **Attendance** – Remember class attendance is crucial to your academic success.

- ***Excused Absences*** – if you miss class as a result of an excused absence, you must meet with me on the DAY OF YOUR RETURN to coordinate and schedule make-up work. It is therefore the students' obligation to meet with me to arrange time to schedule make-up work. All students will have access to missed material on the Google Classroom. **Make-up work and absences will NOT be discussed during class.**
- ***Make Up Work*** – Students who do not arrange a time to make up work on the DAY OF THEIR RETURN will receive a "0" for all work missed. No exceptions.
- ***Unexcused Absences*** – Students will receive a zero for work missed and will not be afforded the opportunity to make-up missed work, tests, projects, or quizzes.
- ***Early Dismissals/Late Arrivals*** – Students are expected to meet with Mrs. Mehl to explain absences from class and submit work. Students are expected to hand in work on the day it is due. If a student is tardy to school they are expected to see me THAT DAY to schedule make up work and find out

what was missed. If students are tardy and miss a test or paper, they must again see me **THAT DAY** to discuss the absence or arrange an alternative. If a student is dismissed early from school, they should see me prior to the dismissal in order to hand in work and receive the day's work. If a student neglects this rule, they will receive the same penalties that accompany late work.

- *Tardiness* – students who are late to class miss valuable information and time needed to accomplish the tasks at hand. Students who accrue 5 late arrivals to class will be assigned an office detention.
- *Assessments* – Tests and major quizzes are always announced. Students must prepare in advance for assignments and are expected to take tests/major quizzes on the day they are assigned, even if absent the day prior. Students should communicate with me in the event of illness.

❖ **Homework & Assignments** – Generally, students can expect at least one reading and one written assignment each night. Try not to fall behind! I often give syllabi and other schedules to facilitate in time management. Students are encouraged to meet with me if work completion becomes a problem, as it is a major component of the overall grade. Homework is meant to prepare for the next day's activities, practice necessary skills and assess student understanding.

- *Homework* – Students are expected to complete all assigned work including homework and long-term assignments to the very best of their ability. As homework is essential to preparedness and participation, **late homework assignments will NOT be accepted** for full credit for any other reason than absences. Late assignments may be handed in within the school day, but for **half credit**. Students must complete THEIR OWN work unless told that an assignment should be completed with a partner. *Work that has been copied will result in a zero for BOTH parties.*
- *Papers* – Papers should always be proofread and exemplify the student's best efforts. Students should make every effort to hand in papers and essays on time. They may be handed in early or with a trusted friend if absent. **Late papers will be given a full grade penalty for each day they are late** and a 5% grade penalty if handed in within the school day of a due date.
- *Projects & Presentations* – Absences on days of presentations and major projects are detrimental to grades, especially when working in a group. Students should inform me of absences ahead of time, if possible. Students may be given an alternate written assignment when absent from class on the day of a presentation. Students should also be aware that I reserve the right to solicit information about and take into account individual contributions when grading group assignments.

❖ **Academic Integrity** – Cheating and plagiarism is an academic offense I take extremely seriously. Plagiarism is defined in the NHS handbook and all students should make themselves aware of the school's policy. Any project, research paper, quiz, test or required assignment that is plagiarized or shows evidence of cheating will be dealt with according to our school's policy and parents or guardians will be notified. Please see me with questions regarding an assignment or if you are concerned with time before making an unwise decision. Maintain your integrity and principles!

❖ **Extra Help** – I can be reached for extra help or conferences each day before and after school. Please come to me if you have concerns and we can schedule a time to meet. Remember that addressing a situation before it becomes a larger issue is a general good rule of thumb.

❖ **Respect** – Students are expected to respect the rights, feelings, and property of others in the class. Respect is demonstrated by listening to others and waiting to speak until appropriate times. Respect also includes being engaged in the class activity and not interrupting class. Students should at all times be thoughtful and conscious of others around them. I reserve the right to remove students who are not

engaged positively in the tasks at hand. Students should be mindful of those around them and helpful in doing their utmost each day to make our class time productive and comfortable.

❖ **Responsibility** – Students are responsible for their own learning and should be proactive and mature in order to meet with success. See me if you have concerns or questions... the sooner the better!

❖ **Grading Procedures** – In this course, you will be graded on a point system. Assignments will be divided into two categories. The first **ACTIVITIES - Homework/Classwork** will account for **20%** of your overall grade. The second category, **ASSESSMENTS - Tests/Projects/Participation** will make up **80%** of your overall grade. Each assignment within those categories will be given a specific point value, to be determined by the teacher. **Generally, homework will be valued between 5 – 20 points, quizzes will be 20-80 points, and Tests and Projects will be worth 50-200 points.** Students will be made aware of point values for major assignments. Quizzes might be included in either category depending on preparation and depth.

Your quarter, semester and final grades for the course will be based on the total number of points earned in each category out of the number of possible points.

Students should be aware that homework and course readings are often done for preparation and practice rather than assessment. While assignments will be used in class to facilitate discussion, it is up to the instructor's discretion as to which assignments and/or reading quizzes will be checked for completion and which will be collected and graded. Students should be prepared and should understand the value of hard work in preparation for class, rather than on a desire for a specific grade.

Please note that participation and preparedness are factored into your grade.

❖ **Powerschool** – Students and parents are encouraged to check the Gradebook function on Powerschool for an overview of progress and calculation of grades. Please understand that some assignments take longer to input than others. Grades will not be finalized until the end of each quarter and should be considered an estimate of progress prior to. *Students should understand that appropriate times to discuss their grades should be after class or during a scheduled appointment.*

- Students should understand that email communication does not take the place of face-to face communication and I will not speak to them over email about individual grades.
- Grades that have not been made up will be entered into Powerschool as a "zero" until that work has been made up.
- **Codes:** ✓ = work that has been checked for completion or make up work that has been handed in; M = work that was missed due to an absence and can be made up, EX = exempt, not included in the grade, BENCH = a benchmark, not included in the grade but used to keep track of scores and progress on benchmark assessments, L = late (paper, projects only).

❖ **Google Classroom** – Many assignments will be posted to Google Classroom **BEFORE** their class period begins. **Remember, teachers are not notified if students turn assignments in late through the classroom.** If you wish to hand in an assignment through classroom and receive credit for doing so, you must speak with me about why the assignment is late. Please fill out our LATE WORK FORM if you expect to be turning in an assignment in Google Classroom after it is due.

❖ **Extra-Credit** – Extra credit will be given at the teacher's discretion but is rarely needed if students are consistently prepared for class. Extra credit that is offered and earned throughout the quarter will only be included in quarter grades. Students who consistently fail to meet with the above expectations or are removed from class because of inappropriate behavior forfeit their right to extra credit.

❖ **Cell Phone Policy** – Students, when in class, must be as focused as possible to meet with success. **Cellular devices of any kind are not necessary in my classroom.** The use of such devices should be done outside of the classroom. Students seen using a cell phone in the classroom before, during, or after class inside the classroom will be issued an Office Detention and the student's participation grade will be effected. Frequent use of cell phone during class will result in the phone being placed in a secured location at the front of the room for ALL students.

❖ **Grade Fairness & Communication** – Students are welcome to meet with me to discuss grades. You are encouraged and welcome to question grading that you do not understand or agree with. You must however meet with me within one week of receiving the grade. As with make-up work, grades are not discussed during class. An appropriate time to meet with me to discuss grades, work or appointments is before or after class.

Please keep track of your own grades – it is helpful to have an accurate awareness of your standing in this course as we make our way through the material.

❖ **Philosophy of the Classroom** – my ideal classroom is relaxed and comfortable where exchange of ideas and discourse is the focus. My classroom will be at all times a safe place for students to come to each day. Students should be thoughtful and mindful of how they conduct themselves in class each day. No student should feel threatened or uncomfortable and it is our collective responsibility to make our classroom as positive and comfortable as possible. I look forward to working with each of you this year and in doing so getting to know you in a variety of capacities. Please see me with questions and concerns.



Newington Public Schools
Expectations for Online Learning (Grades 5-12)

Attendance and Engagement

- Be prepared and be on time. Online learners are expected to join each Google Meet at the start time of class. Students are expected to be virtually present for the entire class, unless otherwise instructed by their teacher. Attendance and tardy policies for in-person learning are the same for remote learning.
- When attending class online, work in an appropriate, quiet, distraction-free setting.
- Dress in neat, informal attire that is appropriate for a school setting.
- Position yourself in front of the computer camera with the camera turned on so that the teacher can see you throughout the entirety of the lesson in real time.
- Reduce distractions by minimizing other browser tabs, disabling notifications, and avoiding other devices unless instructed by your teacher.
- If you are absent for any reason, reach out to your teacher to determine what work was missed and the appropriate timelines for submission.
- Students and parents should review the Newington Public Schools [Computers: Acceptable Use of the Internet policy](#).

Online Code of Conduct

- Online learning is an extension of in person learning. Online learners are expected to adhere to all classroom and school expectations, even when they are learning remotely.
- Students have the right to form their own opinions, express themselves, disagree with one another and their teacher, and participate freely in an online class. However, students are expected to engage in civil discourse by treating all students and teachers with courtesy and respect. Offensive or inappropriate language will not be used in any form of communication (*e.g.* emails, Google Meet chats, discussion postings, submitted assignments).
- The discussion area of the course is reserved for postings related to course work only. Postings of a personal or non-academic nature are not permitted and may be removed by the teachers should they appear.
- Grades and other personal issues should be handled by private email or chat to the teacher.
- Emails or chats to the teacher should use respectful language and tone, just like face-to-face communication in school. Incidents of inappropriate or offensive communication may be referred to administration. If students receive inappropriate emails from others in the class, they should notify the teacher.
- Students are expected to submit work which is their own. Instances of plagiarism or cheating may result in a grade of zero as well as parent and administration involvement.

Guide to Mrs. Mehl's Room

- You should have materials (book, homework, writing utensil) in class each day.
- Writing assignments are 12 pt. Times New Roman Double Space always.

- Your work is an extension of you the student and reflects your character; please make sure it is of your best effort.
- Reading is a non-negotiable. This is your obligation in an English class.
- You must be on time and ready to begin learning when the bell rings.
- Participation is expected of each student every day.
- When absent you must consult the Make Up file on the day of your return.
- If you fail to do so, the work you missed will receive a zero.
- If you are leaving early or arrive late to school, you must still make an effort to submit your work.
- Make Up work is never discussed in class, after class or after school should be used for that purpose.
- Late homework will be given half-credit if handed in THAT Day.
- Students are never “working together” on homework assignments, unless given a project to complete. If answers are identical, it is cheating and both assignments will receive a zero.
- Emailed papers are never accepted.
- Plagiarism will not be tolerated.
- Extra help is ALWAYS available.
- Respect, patience and kindness is also a non-negotiable in our classroom.
- Grading: Two categories (Major = 70% tests, quizzes and papers; Minor = 30% - reading quizzes, homework)
- Powerschool is updated regularly. If there is an “M” next to an assignment you have missed it due to absence.
- CELL PHONES ARE NEVER ALLOWED IN CLASS. They are a distraction to you and those around you, which is not respectful. Phones will be placed in the cell phone holder at the beginning of class.



Course Expectation Signature Form



Student: I have read Mrs Mehl's Course Expectations and promise to do my best, each day to contribute positively to the class.

Student Signature _____



Parent: I have read Mrs Mehl's Course Expectations and promise to support these expectations as well as my child to grow and learn this year.

Parent Signature _____