

English 3-4 Syllabus McQueen High School

THIS IS AN INCLUSIVE CLASSROOM

At McQueen High School, your English teachers are committed to the creating and maintaining places of learning where you will be treated with respect and dignity and where all individuals are provided equitable opportunity to participate, contribute, and succeed.



In English class all students are welcome regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, military status, citizenship status, nationality and other diverse identities that we each bring to class.

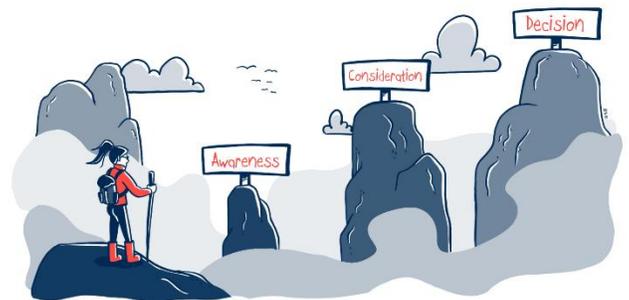
Your success at McQueen and beyond is enhanced by the innovation and creativity of thought that you possess and have to share. The success of our inclusive classroom relies on the participation, support, and understanding of you and your peers. We encourage you to speak up and share your views, but also understand that you are doing so in a learning environment in which we all are expected to engage respectfully and with regard to the dignity of all others.

You are welcome here.

SUPPLIES FOR YOUR JOURNEY

The composition notebook is supplied, but please supply your own pencils, pens, glue, scissors, and highlighters. This year, there are no shared materials in the classroom. If you do not have a consistently working computer at home, or a reliable internet connection, please let the office and your teachers know.

Bring your composition book to English class every day. You will receive handouts and assignments through Teams. Teams will direct you to other learning websites including: Infinite Campus, other Microsoft Suite apps, Edgenuity, and Turn It In. It is your responsibility to maintain and access technology so you will have your materials to review and as proof of your learning. Keep a record of your logins and passwords.



Your Writer-Reader Notebook and online notebook is divided into the following sections: writing section, passage study, word nerd study, and language usage.

YOUR LEARNING JOURNEY

2020-2021 All details are subject to change this school year given the fluid nature of public health.

English 3-4 Syllabus McQueen High School

In the McQueen English classes, you will grow as a reader and writer. In fact, we want you to grow your identity so you can say, “I am a reader,” and “I am a writer” with confidence and purpose to tell your story.

Here are the Common Core Standards you will be learning and practicing in your learning experiences:

Determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials, as appropriate.

Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.

Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.

Read and comprehend complex literary and informational texts independently and proficiently.

Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.

Evaluate a speaker’s point of view, reasoning, and use of evidence and rhetoric.

Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.

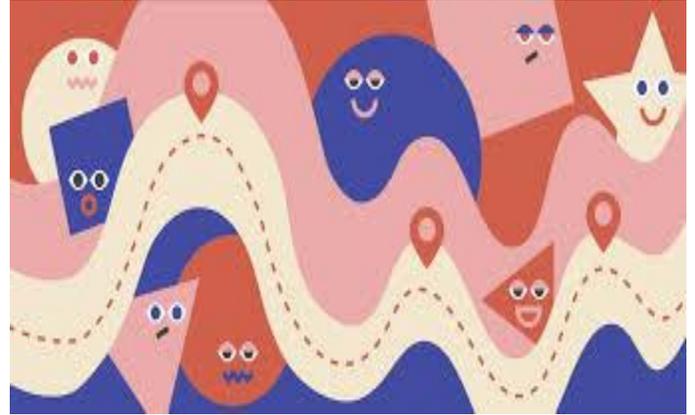
Conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.

Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.

Draw evidence from literary or information texts to support analysis, reflection, and research.

English 3-4 Syllabus McQueen High School

First 9 weeks	Second 9 weeks
Narrative writing	Argument writing
Grammar/Usage	Research methods
Vocabulary development	Grammar/Usage
Speaking and listening	Vocabulary development
	Speaking and listening



“At school” day routine: Here is what your learning experience will be (mostly) every day you are at school:

5 minutes	Greeting, focus, and reminders, learning goals, book talk
10 minutes	In-class silent reading practice/feedback conferences/vocabulary
10 minutes	Mini Lesson
15 minutes	In-class silent writing practice/writing conference with teacher
5 minutes	Wonderful Words – share and respond to one another’s writing.

“At home” day routine: And here is what we will do (for the most part) every day you are at learning at home:

5 minutes	Log into TEAMS, read your assignment, and get your materials ready.
30 minutes	Edgenuity lesson or writing project
10-15 minutes	Reading book of choice and vocabulary journal

English 3-4 Syllabus McQueen High School

CLASSROOM PROCEDURES KEEP THE DRAGONS AWAY



Cell phones may be used as a tool during a learning experience. However, cell phones must be out of sight and off your body before the bell rings. If a cell phone is out during class, the teacher may call SRO to have the phone collected without any disputation.

Restroom passes are allowed, but please signal your need without interrupting others' learning. If you need to use the restroom, get a yellow pass from the teacher. Return the pass to your teacher when you get back from the restroom.

you get back from the restroom.

When you are doing your “at home” lessons, remember that your self-monitoring makes you a stronger person.

Keep your phone and other distractions under control.

Put a heading on all of your assignments, paper or online:

Name

Date

Class period

Teacher

The first several days of school will be spent getting to know one another, learning our technology, practicing our class routines, and making exciting reading selections. These are the foundation for a great school year.

GRADING YOUR LEARNING

When you look in IC, here is what you will see for the first semester:

20%	Final Exams – We will take finals at the end of each semester. This is a timed, cumulative exam that you do individually to show your learning progress.
10%	Speaking and Listening – We will share writing aloud in class frequently. You are person with something to say. Listening is an underutilized skill, and we will learn to listen with intent and criticality.
10%	Language – Mini lessons on grammar and vocabulary build habits to be better readers and writers.
30%	Narrative Reading and Writing – Read and analyze narratives so you can write your own stories about experiences that matter to you and your audience.

2020-2021 All details are subject to change this school year given the fluid nature of public health.

English 3-4 Syllabus McQueen High School

30%	Argument Reading and Writing – Read and analyze arguments, learn research methods to support your claims, and consider counterclaims in your arguments. Share your informed opinion.
-----	--



– Pursuing stronger skills and better practice is the main focus in our classroom and because of this, students will be able to revise any mastery (graded) assignments.

Some feedback on your practice will go into IC so you and your family can see your participation, learning, engagement, but will not be included in your grade computation. We believe that practice is

practice, and the performance is what counts. Mastery scores are what determine your grade.

Please let your teacher know you would like to revise a mastery assignment to show more learning. Your teacher will help you prepare and revise successfully by looking at your previous draft with you, seeing if there are any missing assignments that will help, and so forth.

The grading scale for this class is as follows: **A** 90%-100+% **B** 80% - 89% **C** 70%-79% **D** 60%-69% **F** 59% and below. Grades will not round up, per WCSD.

Citizenship: All students begin with an A in citizenship. Citizenship remains at an A to recognize positive engagement, a growth mindset, communication efforts, and supporting your peers.

CLASSROOM TEAMWORK

Class rules:

- Listen and follow directions.
- Raise your hand before speaking.
- Keep hands, feet, and objects to yourself.
- Respect your classmates and your teacher.
- Use technology appropriately.



Discipline actions take place when a student is interfering with other students' ability to learn or the teacher's ability to teach them. Every situation is different and will be handled individually. Your teacher cares about you and makes every effort to work with students resolve conflict (aside from safety measures and phones) before sending a student to Student Relations. However, if a referral to Student Relations becomes necessary, consequences will follow.

2020-2021 All details are subject to change this school year given the fluid nature of public health.



COVID-19 Health & Safety Practices & Tools



SELF-SCREENING

- ▶ Self-screen every day before leaving home.
- ▶ Be aware of your health at all times.
- ▶ Stay home if you feel unwell.

TOOLS PROVIDED...

- ▶ Self-screening tool is provided online. Updates will be posted as needed.
- ▶ Signs for posting at building entrances are provided online.



WEAR FACE COVERING

- ▶ Everyone older than 2 years old must wear face coverings on school sites and while conducting WCSO business, unless exempt.
- ▶ When safe to do so, face shields should be worn by those who are exempted from wearing face coverings.

TOOLS PROVIDED...

- ▶ Signs and instructions are online.
- ▶ One (1) fabric face covering will be provided for each student and employee upon return to campus.
- ▶ One (1) face shield will be provided for each exempted person.
- ▶ Availability of disposable masks is limited. Priority is given to buses, police/intervention, and health offices.
- ▶ Everyone is responsible for bringing a clean face covering or shield (if appropriate) each and every day.



CLEAN HANDS

- ▶ Wash hands well and often.
- ▶ Use hand sanitizer only when it is not possible to wash with soap and water.
- ▶ If hand sanitizer is used, wash hands as soon as it is reasonably possible.

TOOLS PROVIDED...

- ▶ All sinks will be stocked with soap and paper towels.
- ▶ One (1) pump bottle of hand sanitizer will be assigned to each room. This bottle will be refilled regularly. DO NOT throw away this bottle.
- ▶ Hand sanitizer dispensers will be mounted in common areas.



CLEAN SURFACES

- ▶ Wipe commonly touched surfaces throughout the day.
- ▶ Examples include: table tops, chairs, pens, computer keyboards and mice, remotes, door handles and light switches.

TOOLS PROVIDED...

- ▶ One (1) bottle of diluted disinfectant will be assigned to each room. This bottle will be refilled regularly. DO NOT discard.
- ▶ Apply this cleaner to the surface or to a paper towel and wipe the surface. Surface should be wet for 5 minutes.
- ▶ Gloves are not needed when using this cleaning product. As with any chemical, wash hands after use. Limited stock of gloves may be available for special circumstances through the site SFC.
- ▶ Standard residential Clorox and Lysol type wipes are permitted, but due to availability, will not be available through the Warehouse.
- ▶ Due to limited availability, Clorox Hydrogen Peroxide wipes, Lysol IC Foam cleaner, and medical gloves in the Warehouse catalog are limited to health office use only.



PHYSICALLY DISTANCE

- ▶ Maintain 6 foot distance whenever possible.
- ▶ Set up spaces to support and encourage distancing.

TOOLS PROVIDED...

- ▶ Signage is available online. Such signage includes: distancing reminders, directional signs, and closure signs.

English 3-4 Syllabus McQueen High School

IMPORTANT WEBSITES FOR THIS CLASS – POWER-UP!

Infinite Campus: You are responsible for checking your grade. High school students must be savvy enough to go to Infinite Campus frequently and keep a pulse on their grade. Grown-ups do this with their bank account, and you and your parents can do it for your grade.

Microsoft Suite: Teams, One Note, Word, Forms, etc: Learning materials for class will be posted on Teams. Your assignments on your off-days or any Distance Learning will be accessed through Teams, at least as a starting point. You may be directed to other websites from Teams. When you sign in from your WCS D account, you have access to the full Microsoft suite.

Edgenuity: You will do short mini-lessons on Edge on your “at-home” day that coordinate and supplement what you are learning in your “in-school” day.

Turn It In: This is where you submit your writing assignments. Much of the grading, peer review, and writing feedback I give you will be through this website. You must use this website.

Record and save your usernames and passwords. Know how to access these learning tools online from your phone, a desktop, laptop, tablet, etc.

If you need help, be sure to first ask a friend, then ask your teacher, and finally, email mcqueensupport@washoeschools.net.



McQueen English Department Policies

Homework Policy

- Homework is linked to standards.
- Homework assignments are communicated through class agendas, calendars, IC, Microsoft Teams, etc.
- Teachers provide appropriate accommodations or modifications for students receiving services for special education, 504 disabilities according to the Individualized Education Program (IEP), or Section 504 plan.
- Reading homework is essential to support reading, writing, speaking, and listening standards.

2020-2021 All details are subject to change this school year given the fluid nature of public health.

English 3-4 Syllabus McQueen High School

- **All homework, including reading homework, is important for next steps of learning; therefore, homework is required for discussions, feedback on learning, and class instruction.**
- This policy applies to English, English Honors and AP, and English department elective classes.
- No projects or homework assignments are assigned over fall, winter, or spring breaks. No assignments are given over the summer. There are no exceptions for Honors/AP courses.

Late Work Policy

- Students are being assessed for mastery of the skill being taught. There will be assignments that are given to help master the skill, but those assignments may not be collected/graded. They will be conferenced on and checked as a stepping-stone. Grades will be given for the final assessment. There will be a deadline for each of those final assessments and the assessment may be turned in after the due date for a reasonable window of time as determined and communicated by the teacher.
- Absent work is not late work. For more information about absent work, please see the District Absent Work Policy. Students are encouraged to turn in all late and absent work. Missing work = 50% and Incomplete.

McQueen Plagiarism, Copying, and Cheating Policy Summary

- ✓ Students, teachers, parents, and administration should all work together to create a climate in which plagiarism and cheating are not permitted.
- ✓ Plagiarism occurs when a writer uses another writer's ideas or words (or both) without giving credit to the sources.
- ✓ Cheating and copying occurs when one student takes or receives information from another student or source. Examples of cheating are getting answers on a test from another student; collaborating on assignments without teacher permission; stealing materials from teachers; falsifying grades; getting or distributing information about a test in advance.
- ✓ Students should take special care to avoid plagiarizing when using electronic sources.
- ✓ Incidents of plagiarism harm our school's reputation and diminish the value of your diploma.
- ✓ Plagiarism and cheating are also not permitted in colleges, universities, or in the workplace. Typically, university students who plagiarize or cheat can be expelled or receive no credit for the assignment in question or the entire course.

2020-2021 All details are subject to change this school year given the fluid nature of public health.

English 3-4 Syllabus McQueen High School

- ✓ Students can avoid plagiarism by giving credit to their sources; using quotation marks and giving credit to the author when using another's words and ideas; using their own words as often as possible; and learning how to document sources and ideas.

- ✓ Students who cheat or plagiarize are subject to the consequences of their action, and are addressed with parents, the school administrators, and the classroom teachers.

First consequence (within a school year) for violating the plagiarism/cheating policy

- Mandatory individual conference between teacher and student. Administrator will be present at teacher request.
- Phone call to the parents by teacher.
- Student will make up the assignment because learning is what we do here at McQueen High School.
- Citizenship grade will be lowered.
- Extracurricular activities and clubs can ask for notification.
- Teacher will notify SRO for documentation in Infinite Campus.

Second consequence (within a school year) for violating the plagiarism/cheating policy

- Phone call to the parents by teacher and administrator.
- Mandatory individual conference between teacher, student, and parent (Administrator on request).
- Student will make up the assignment because learning is what we do here at McQueen High School.
- Citizenship grade will be lowered one full grade.
- Extracurricular activities and clubs can ask for notification.

- Student Relations Office will assign progressive consequences up to out of school suspension.