Dear Student and Family:

I am excited to be your ELA teacher this year! In this class, we will work on, et al., reading and delineating arguments, writing clear and focused essays, and using various literary devices to emphasize your point and add vibrancy to your written descriptions. As your skills continue to develop, we will focus on research and documentation. You will use the writing process to extend your skills as critical thinkers, and supplement these developing abilities with vocabulary building and grammar study.

Supplies and Course Materials: When you come to class each day, please have:

- A dedicated ELA notebook
- A folder for any handouts or classwork
- At least 2 writing utensils (i.e. either black or blue pens – which I prefer - or sharpened pencils)
- YOUR SCHOOL-ASSIGNED CHROMEBOOK

Grading Breakdown: You must earn a D (60) or higher to pass this class.

Your quarterly grades are calculated as follows:

<table>
<thead>
<tr>
<th>%</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Formative (This includes homework assignments, in-class writing, and quizzes.)</td>
</tr>
<tr>
<td>60%</td>
<td>Summative (This includes major tests and projects.)</td>
</tr>
</tbody>
</table>

Class Expectations and Participation: My basic rules are simple:

1. Be respectful to both me and your classmates, and
2. Come to class prepared.
   a. If homework was assigned, submit the assignment online via Canvas
      i. If no homework was assigned, then please:
         1. Mentally review what we did in class the previous day, so we can quickly pick up from that point.
         2. Have an open mind and be ready to learn.

Submission Policy:

All assignments must be submitted on Canvas. If a student needs help submitting on Canvas, they must approach Ms. Swain by the due date to ask for help in submitting to Canvas. Ms. Swain will accept no paper assignments, no emailed assignments, or otherwise physically or electronically transmitted assignments.

Late Work Policy

Late work will only be accepted up to one week past the due date. Late work submitted past the due date will receive a 10% deduction per day late until the last call date. NOTE: Students with an excused absence from school may make up work without penalty. To determine when that work is due, use the following formula: Number of Days Absent + 1 day. Please request and obtain class notes and/or handouts from Canvas or from me (handouts) and your classmates (notes) when you return. Continue to communicate with me if you have any problems completing the missed work. I can always be reached by email.

I am looking forward to a terrific year!