**Ms. Cole – Creative Writing**

**Welcome!**

My name is Ms. Cole, and I am excited about teaching Creative Writing. If you or your parent is in need of contacting me, my email is mistycole@misdmail.org. I can also be reached by calling the office at 682-314-4900 and leaving a message. My **conference time** is from 1:45-2:30pm Monday-Friday. I am also available for **tutoring** on Tuesdays from 8:15-8:45am.

**Classroom Expectations**

1. Students are required to bring supplies, dedicated Creative Writing spiral, planner, binder, and library book to class every day.
2. Be in assigned seat, ready to work ***before*** the bell rings.
3. Follow directions.
4. Be respectful to others and classroom property.
5. I reserve the right to confiscate property that is not permitted in school or items that become disruptive to the learning environment (make-up, cell phones, toys, electronics, etc.).
6. Classroom Passes – as a general rule, I allow students to have one pass per week for personal business. Passes are not issued during the first 15 minutes or last 15 minutes of class.
7. The teacher dismisses the class, not the bell. This is the same for substitutes in the classroom.
8. Any negative behavior for a substitute will result in a detention or office referral.
9. If tardy to class, the student must obtain a tardy pass to class from the tardy kiosk at the front of the building.

**Grading Policy**

Tests/Projects - 40% of average

Quizzes - 20% of average

Daily work/Homework – 40 % of average

**\***All work is expected to have a first **AND** last name, date, and class period listed. Points will be deducted if assignment is missing this information.

**Make-up /Late assignments**

Students will be held responsible for completing any missed assignments or exams in a timely manner. These can be found in the absent bucket on the bookshelf.

Make up work in any form will not be acceptable the last week of the grading period. The following timeline applies:

-If one day is missed, the student has one day to complete and turn in work after returning.

-If two days are missed, the student has two days to complete and turn in work after returning, etc.

Assignments turned in one day late will be given a maximum grade of 85.

Assignments turned in two dates late will be given a maximum grade of 70.

Any assignments turned in three or more days late will receive a grade determined by the teacher.

**ZAP (Zeros Aren’t Permitted) Policy**

A child who is assigned ZAP chose not to turn in an assignment in a class. He/she will be assigned to ZAP, which is held on Fridays from 4:15-6:15. The student does not have to stay the entire time; they are allowed to leave at the 5:15 or 6:15 dismissal, once their assignment is complete and has been turned in to the ZAP teacher. All completed assignments turned in during ZAP will receive up to a grade of 50%, which is better than the zero they currently have.

One obstacle to academic success is the failure to complete assigned class work on the part of the student. Without a student’s completion of work, teachers have no way of knowing if the student learned the concept or not. The goal of the ZAP program is to provide support for students, promote responsibility and good study habits, reinforce the value of hard work and effort, and foster good communication between home and school. With this in mind, students who choose not to turn in work will be placed into the ZAP program. Thank you for your assistance and for actively taking part in your child's education and academic success. It is appreciated.

**Graded Papers**

All written work will be retained by the teacher and may be reviewed at the request of the parent or student. Work will be returned by the beginning of a new grading period. Some work may be placed in journals. Grades can be reviewed by the parent or student online by visiting Skyward on the MISD website.

**Failing assignments**

Test or quizzes that receive a failing grade **may be** corrected for a passing grade of 70. The student must come in for tutoring to complete corrections. **This does not include an open-note quiz**.

Daily work or homework that receives a failing grade **may not** be corrected.

In addition to a progress report and report card being issued and sent home from the school, I will also keep in touch with you about grades as frequently as necessary. Spiral checks, binder checks, and planner checks will be counted as a grade throughout the six weeks. These checks will be random to encourage students to bring their supplies to class daily.

**Academic Dishonesty**

Any student caught cheating on any assignment will receive a zero. Allowing another student to copy their work is also considered academic dishonesty. Other questions concerning this topic can be found in the student handbook.

**Required Class Supplies**

Every student needs the following every day in class:

* Highlighters
* Pen
* Pencil w/ eraser
* Notebook paper
* A smile on your face ☺

**In addition, all of the following supplies will be used in class for various assignments. Anything you can help with is greatly appreciated!**

* Construction paper
* Copy Paper (white or color)
* Map Colors
* Markers
* Package of pens/pencils

\*\*\***Class Website for resources, information, and assignments:**

***www.coleconnection.weebly.com*** (Click on Creative Writing)

Ms. Cole\_Parent Contact Form\_Creative Writing

Please return this form to Ms. Cole by **Monday, August 29, 2016.** This is a daily grade in the grade book.

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Student name **(please print)** Home Phone Class Period

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Parent #1 – Name ***(please print)***

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Parent #1 -Signature

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Parent #1 -Cell Phone #

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Parent #1 -Email Address

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Parent #1 -Work # (if desired)

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Parent #2 --Name ***(please print)***

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Parent #2 -Signature

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Parent #2 -Cell Phone #

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Parent #2 -Email Address

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Parent #2 -Work # (if desired)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name of parent /guardian), have received a copy of the 2016-2017 Creative Writing syllabus.

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Parent/Guardian Signature Date