

# Course Expectations, Guidelines and Policies

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## ACADEMIC EXPECTATIONS

**Student:** The most important expectation of my students is that they become empowered about their own learning. Learning should be approached with a sense of discovery. Students should be prepared to question and hypothesize, teach each other, and avoid simple regurgitation of information to the teacher. Every student in this class is capable of succeeding. I expect you to always put forth your best effort. It is important that you grow as a reader, writer, and thinker. I expect you to behave in a scholarly manner, to do the work to the best of your ability, and to approach learning with enthusiasm and a growth mindset.

**Teacher:** As your teacher, you should expect that I will put forth my best effort, come to class with prepared to teach with enthusiasm, and help all students to succeed. Do not hesitate to come to me with questions or concerns, or for additional help on coursework or problem-solving.

### IB Learner Profile

The International Baccalaureate learner profile consists of 10 attributes that we value in our students at West Sound Academy. We all have bits of each of these attributes in us, but we may be stronger in some than others. All IB Learners are Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Taker, Balanced, and Reflective.

### ACADEMIC DEMEANOR

Academic Demeanor is defined as the way a person acts toward other people including behavior, conduct and appearance (non-verbal communication) in an academic environment.

As part of a positive classroom community, you are expected to be respectful and supportive of students and teachers. We must work together to create an environment where everyone can speak, listen, teach, learn, and share ideas. This means:

#### BE CURIOUS

If you don't know something, chances are the easiest way to figure out what that something is, is just to ask! Ask your neighbor; ask someone on your team; ask me! You are welcome to and encouraged to question why we are doing things the way we are doing them. If we don't ask questions, we're never going to get anywhere.

#### BE PREPARED

I expect that you'll come to class every day with all your materials with you – laptop, power cord, notebook, folder, writing utensil, the copy of the book we're reading, and your completed homework assignment.

## BE RESPECTFUL

Here are some good ground rules to follow:

- o Respect that we are all here to learn.
- o Respect the individuality of learning; be patient and understand that we all learn in different ways.
- o Respect that we are all unique, intelligent individuals who should take pride in doing our own work.
- o Respect that we all make mistakes and that it is what we do after we make a mistake that truly matters.
- o Try every assignment, activity, project, etc. even if you find that it is so difficult you cannot finish the assignment or believe you are doing it all wrong.

## BE ON TIME

I expect that you come to class on time every day. Being on time means that when the bell rings you are in your seat starting the warm-up.

## BE NICE

We're going to be with each other all year long, so it'll make things a lot better if we're all nice to one another and help make sure we get through the year together.

## FOLLOW-UP ON CHOICES

If you are not following the expectations and your behavior is disrupting the learning of others thereby jeopardizing other's opportunities or your opportunity for success in the classroom, I'll ask you to meet with me in person outside the classroom where we'll work together to understand and *brain sail* what you can do to bring your best to our classroom environment for the learning opportunities for you and for all students.

## BE DELIBERATE with TECHNOLOGY

With technology, believe it is important to learn how to use these tools in a deliberate and respectful way. Do not open your laptop until instructed by the teacher. If you need to print something out before class begins, let me know so I understand *why* your laptop is open. For complete information, see the technology policy listed below.

## PLEASE REFRAIN FROM PACKING UP BEFORE ITS TIME TO LEAVE

It may be tempting to pack up early when it's getting close to the end of class and log off. Nevertheless, you should wait until the teacher has dismissed you before preparing to leave. If you pack up before instruction has stopped it will impact your Student Skills assessment as well as the learning community as a whole.

## COMMUNICATION

Most of the important communication about coursework happens during class time. Students are expected to note when work is due so make sure to check your email on school days, and the Toddle Class Stream on the day/evening before the class meets.

- The two preferred methods of communication with the instructor for this course are: in person or via email. Students are expected to check student email regularly during the school week. They are encouraged to email the instructor with any questions in advance of a deadline.

## WHEN YOU HAVE QUESTIONS OR CONCERNS

The communication climate is very important when someone is frustrated or needs clarification. Additionally, students may not want to talk to the teacher during class or may feel rushed after class. When students have questions or concerns, please know that I am available to meet with students one-on-one during lunch, before school, after school before play rehearsal, or during Advisory.

If students would like to meet with the teacher, they must make prior arrangements by emailing or talking with the teacher to set up a time to meet.

## CONSULTATIONS (Asking Clarifying Questions or Asking for Help)

Asking for help is a wonderful thing to do! Students are strongly encouraged to seek consultation time for help the moment they realize they are not mastering key knowledge and skills. The minute you have a question or concern about in-class work, realize that consultations are available with the instructor by appointment before school, during lunch, after school, or at Study Hall during Advisory on Tuesdays.

## EMAIL ETIQUETTE

All emails will be responded to within 2 days during the school week. Emails should always include a subject, and an appropriate greeting, and should be written in correctly punctuated, complete sentences. Additionally, *no discussion about grades will take place over email between the instructor and the student*. However, an in-person conversation about grades/assignments/missing work may be scheduled between the student and instructor via email.

- o If you have arranged to email your work to the teacher, PLEASE never ever, ever submit your work in the BODY of an email.
- o Take the time to put your work in a Google doc and then submit it.
- o If you do submit your work in the body of an email - it will be considered late and scored accordingly.

## HOMEWORK AND GRADING GUIDELINES AND COURSE POLICIES

### HOMEWORK POLICY

To best learn while we're in class, you should be putting in some quality time at home on the work. I expect that you come to class with reading assignments completed and the other assignments done on time. I will be very clear about when you have homework and what you need to do. My intention is to create meaningful and authentic homework assignments for you.

- o You will submit ALL work via Toddle unless otherwise directed by the teacher.
- o Naming Electronic Documents - When you submit your work in a Google doc you must name your document using the following format: student name\_title of the text\_assignment
- o Here is an Example: SallyN\_To Kill a Mockingbird\_Essay
- o Remember, all work docs and Google docs must be named in this format.

## LATE WORK POLICY (teacher-specific policy)

- o If you submit work late, *without having arranged for an extension*, your Academic Demeanor grade will be graded as a D (60%) for the week.
- o I will grade all work according to its merit when it is submitted.
- o You will have two weeks to submit any late work for grading.
- o After two weeks the highest grade the work can earn is a D.
- o I will not remind you to turn in your late work.
- o It is your responsibility to keep track of your missing work in Toddle and in FACTS.
- o If you do submit your work late, *please be respectful of my time as I grade late work when my work time permits*.
- o If you expect to get an A or a B in this class, you should expect that all your work is turned in on time OR you have arranged an extension with me.

## EXTENSIONS ON HOMEWORK, PROJECTS, AND SUMMATIVE ASSESSMENTS

- Extensions are granted on a case-by-case basis.
- Students are strongly encouraged to submit their request for an extension 24 hours prior to the the assignment due date.
- An extension request via email after 6 pm the night before an assignment is due will not be considered.

## RE-SUBMITTING SUMMATIVE ASSESSMENT Guidelines

Because the process of learning is valuable, students will have the opportunity to reassess their work on summative assessments only. Students can re-assess work for a higher score without penalty but need to follow the reassessment plan within 2 weeks of receiving a scored summative assessment.

Re-assessments will not be accepted during the last week of each semester. It is recommended that students use the strategies below to achieve academic success.

- Reassess - this will allow you to show standard in the areas you needed additional practice with
- Read the rubrics and example provided thoroughly before starting an assessment
- Speak with your teacher/advocate about your motivations and seek out help to get there
- Attend after-school tutoring sessions
- Use Tuesday Advisory time to reassess or study
- Share your learning with parents, teachers, and peers and ask for feedback prior to submitting work
- Reflect on what may be getting in your way – if it is time management, create a calendar.

## HOW TO RESUBMIT A SUMMATIVE ASSESSMENT – follow these steps.

1. To resubmit a Summative Assessment, you need to complete a Re-Assessment Form via the Google Form made available in Toddle. (If you cannot locate the form, ask Ms. Nordleaf to email it to you.)

2. Do not revise or edit a Summative Assessment piece and turn it into the teacher *without submitting the Re-Assessment Form*.
3. Do your best to meet with the teacher *in person* to discuss the initial score you received on the summative assessment, so you know what criteria you need to work on for the resubmission.

If the student does not follow these steps and just places the re-submission of the work in the red basket or via Toddle the work will not be re-evaluated.

## TODDLE AND FACTS

### Assigned Work and Grade Book Details

#### TODDLE

- All formative and summative assignments can be found in the Course Stream for our class in Toddle, which you were added to at the beginning of the school year.
- All handouts, templates, and resources will be posted in the Toddle Course Stream.

#### FACTS

- All assessed grades will be recorded in FACTS.
- Academic Demeanor, Formative and Summative grades for this course will be updated every two weeks in FACTS.
- Essays and summative assignments may take longer than two weeks to assess to provide meaningful feedback to students and parents.

## GRADEBOOK POLICIES FOR ABSENCES

Students are expected to turn in work that was assigned prior to the absence and due the day they are absent using the technological tools available to them such as email, Google docs, taking a photo, etc. unless there are extenuating circumstances.

If the absence is due to an extended illness or approved pre-planned absence, the student will be encouraged to keep up with work while absent. As with all absences, the responsibility for making up homework, tests, and quizzes missed through absence rests on the shoulders of the student.

Students should consult Toddle first to determine what work is missing and then FACTS. If clarification is required, the student should email teachers to ask specific questions for clarification. Extended health-related absences may impact the student's ability to finish class content on time and result in INC (incomplete) on the next grade report until the work can be completed as determined by the student's teachers.

## ATTENDANCE

Class attendance is a critical component to a student's success at West Sound Academy as there is a high emphasis placed on completing practice and extension activities during class. Families are encouraged to consult the school calendar when making all travel decisions and to view class time as invaluable to the student's overall success.

Given the nature of the current pandemic, parents are required to keep all symptomatic students at home. Teachers will provide make-up work when students need to stay home due to illness. However, it is imperative that students demonstrate initiative to communicate and collaborate with teachers about making up missed work. Make-up may not be possible for absences due to other reasons.

## ELECTRONICS POLICY

### Laptop

- o Although laptop computers will not be used in every class, every day, students are expected to have their laptops on campus during school hours. Students are responsible to ensure their laptop is charged and ready to go and bringing their own *power cord to school every day*. Please label laptops and power cords with your child's name. (Student-Parent Handbook pg 24)

### Cell Phones

- o In our effort to simplify our days and maximize instruction, discussion, and interaction time, we do not allow the use of cell phones during the school day.
- o There is mounting evidence that the consistent presence of cell phones in the classroom is a distraction and decreases engagement and learning. By limiting personal device use, we encourage students to be present in this community and build positive student connections.
- o If a student brings a cell phone to school, it must remain turned off and put away in a backpack from the moment students enter the building in the morning until final dismissal.
- o Students may use their cell phones after school to contact parents, carpool drivers, etc. Students are always welcome to come to the front desk to call their parents during the school day. Parents can also call the front desk to get a message to their student. We ask that parents do not call or text their children on their cell phones during the school day in support of this policy.
- o Cell phones that are out of backpacks or used during the school day will be taken and held in the front office until dismissal time.
- o Continued violation of this policy will entail a meeting with the student, parents, and school administration to determine further course of action.

WSA is not responsible for lost or stolen cell phones, laptops, or other electronic devices.  
(Student-Parent Handbook page 12)

## Listening Devices

The use of any listening device is not allowed except with specific teacher permission and supervision. There is no listening device use allowed between classes. Listening devices used without teacher permission and supervision will be held in the front office until dismissal time. (Student-Parent Handbook page 12)

### The use of Chat and/or Texting Tech Platforms During Class \*IMPORTANT\*

Students should not be on Discord, other gaming, or texting platforms during class. Your focus should be on what your peers are sharing and discussing, what your teacher is explaining and your course work. When you divide your attention, you miss out on important communication. My expectation is that you will follow this guideline but I cannot see your computer so you could ignore it. But you will know that you are disregarding the guideline and disrespecting the teacher's request and your learning environment as well as your peers. I will give you my undivided attention in the classroom and I ask the same of my students.

## Appropriate Use of AI (teacher-specific policy) August 2023

There are many ways students can use AI as a tool, rather than a way to cheat. We will be using AI in class in appropriate ways to enhance learning. If a student is questioning using AI for an assignment they must ALWAYS follow Ms. Nordleaf's DO's and DON'Ts:

DO use AI in the following ways:

- Use AI programs as smart search engines that present information in ways that are easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; you must attribute AI text and images properly when you use them in your own work.

DON'T use AI in the following ways:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

This AI use policy is subject to change based on updates to current use practices at West Sound Academy and the IB academic community at large. If there are changes and updates to the policy the instructor will inform students in a timely manner.

# Ms. Nordleaf's Course Expectations, Guidelines, and Policies for 2023-24

## Verification of Receipt

You will return this page ONLY and keep the Guidelines in your folder for the course.

Please PRINT

STUDENT NAME \_\_\_\_\_

DUE \_\_\_\_\_

After you have read the course syllabus, please sign below, and have your parents complete their portion. Then return on the due date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read and understand the expectations laid out in the Course Expectations, Guidelines, and Policies. I have looked over the homework and grading policies and understand what my son/daughter is responsible for in this course.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Parent Name (Please Print) \_\_\_\_\_

Parent Home Phone: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Parent Work Phone: \_\_\_\_\_ Parent E-Mail: \_\_\_\_\_

Thank you,

Ms. Nordleaf