**Course Syllabus for Academic Reading Prep I/II**

**Andover High School**

**2018-2019**



**Contact Information**

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**Introduction**

Welcome to Academic Reading Prep! I am excited to be your teacher this trimester, and I look forward to exploring the important concepts of critical literacy with you. I am here to challenge you and encourage you to think outside the box; please be prepared to work hard and do your best. If you do those things, I guarantee you will succeed.

This syllabus is designed to give you helpful information about many different aspects of the course, including contact information, policies and procedures, grading, and required assignments. **Please keep this syllabus for reference throughout the trimester.**

**Course Description/Overview**

Academic Reading Prep is a READING INTERVENTION course. All students in this class have been identified as at-risk/struggling readers using a variety of measures. The curriculum has been specifically designed to help students become more skilled, confident readers who are college, career, and life ready.

The curriculum is based upon the MN K-12 Academic Standards in English Language Arts. Specifically, students will focus on meeting the reading standards that are embedded in the English Language Arts standards as outlined by the Minnesota Department of Education. Throughout the course, students will be expected to read widely and often, use critical thinking skills to analyze a variety of texts (primarily non-fiction), and communicate through writing and discussion.

In 10th grade, students will take the MCA-III reading exam. This important test measures students’ progress towards meeting the reading standards. Essentially, this exam allows us to determine if students are on track to be college and/or career ready.

In 11th grade, students will take the ACT. This exam is frequently required for admission to college. The course will bolster students’ skills needed to be successful on this exam as well.

Academic Reading Prep is a one trimester course. **Students may take the course more than once for credit.**

**Policies and Procedures**

In this class, you are expected to participate and challenge yourself in every aspect of the course. Engagement in a variety of activities and assignments is expected. You are also expected to be on time and prepared for class each and every day; this means you need to be in your assigned seat when the bell rings, with all of your materials (including assignments), ready to learn.

**Classroom Rules**

* Students will be on time and prepared for class (with all necessary materials);
* Students will respect and cooperate with others in class (i.e., no talking when someone is presenting – includes teacher and fellow students);
* Students will be attentive and actively listen during whole group instruction;
* Students will actively and supportively engage in class discussions and activities;
* Students will limit their passes out of the room;
* Students will wait to be dismissed (i.e., the first student to jump at the bell is the last one to leave ☺)
* Adjustments made as necessary.

**Cell Phones and Electronic Devices**

In order to help them manage their personal technology responsibly **(and to prevent it from interfering with the very important work we do in this class)**, students are required to place their phones in the “Cell Station” at the beginning of each class period. Students will be able to charge their devices during class, but they may not access them for any reason until the end of the hour. If students have their phones or electronic devices in their possession during class, they are in violation of this classroom expectation and will have their phones confiscated (either for the hour or for the rest of the school day, depending on the severity of the infraction). They also may be assigned additional consequences and/or referred to the office.

**Substitute Teachers**

All substitute teachers will be treated with respect. Please remember that any work they ask you to complete is from ME, not them. Any consequences for misbehavior are DOUBLED if they result in class disruption when a substitute teacher is present.

**Supplies/Necessary Items**

* Pen/pencil
* Notebook
* Folder
* Planner (please note: planners are not provided by the school.)
* Independent Reading book (may be personal copy OR checked out from the IMC)
* Completed assignments, if applicable
* Additional materials as requested for specific projects/assignments
* Your BRAIN, WORK ETHIC, and a POSITIVE ATTITUDE

**Grading**

As a literacy teacher, I embrace a standards-based mindset when grading student achievement; I believe a student’s grade should reflect what they know and what they can do. Essentially, students will earn grades based on their level of mastery of the MN state standards related to Reading & Responding to Informational Text, Independent Reading, and Vocabulary Acquisition and Use. Formative (practice) work will graded. However, the intent of grading homework (practice) is to provide feedback to students. Therefore, all formative work will count for 10% of the overall trimester grade.

Students will be given ample opportunity to demonstrate their learning. Re-takes on all exams ARE PERMITTED as long as students adhere to the re-take policy expectations (please see below). **Please note: no re-takes are allowed on the district CSA.**

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| Grading Scale | Grading Categories |
| Letter grades are assigned based upon percentage of points accumulated:90-100% A80-89% B70-79% C60-69% D59% or lower F | Final trimester grades will be comprised of the following weighted categories:Informational Text Summative Assessments = 30%Vocabulary Summative Assessments = 25%Independent Reading Summative Assessments = 25% Skills Formative = 10%Common Summative Assessments = 10% |

**Late Work**

In high school, there should be little or no late work.  The purpose of homework is to practice essential skills that we are learning in class.  Essentially, homework is practice for our exams. Students are expected to keep up with daily work and to meet deadlines.  Please do not make a habit of missing assignments.

**Retaking Exams**

Students are allowed to retake exams when:

1. they meet with me before or after school BRIEFLY to discuss the exam and create a plan for re-learning;
2. they complete ALL related formative work (i.e., HOMEWORK/PRACTICE) that was assigned prior to that exam;
3. they complete the agreed upon re-learning task(s).

**Absent Work**

While I am certainly here to help you get caught up after an absence, it is ultimately your responsibility to determine what work you have missed. **Please be sure to READ and write your daily reflection when you are absent.** Being absent does not excuse you from the day’s work/academic expectations. Please remember – you are responsible for getting your work done and submitted for evaluation.

**Required Assignments**

In addition to regular coursework (including daily independent reading/reflection, work with targeted reading skills/strategies, and assessments (tests/quizzes), each student will be required to read, analyze, and present on 2 books this trimester as part of this course. Specific and detailed information on how to successfully complete these Book Talks will be provided.

**Academic Integrity**

Students are expected to perform all work and tasks with academic integrity; that is, cheating is not permitted. The most serious form of cheating is plagiarism in which students submit someone else’s work as their own. Some examples of cheating include (but are not limited to) copying answers verbatim (i.e., word for word), summarizing someone’s else’s work without giving them credit, looking/glancing at someone else’s paper in or out of class, using other students’ tests and/or papers to earn a grade, and using a cell phone or electronic device during an exam. In other words, cheating is defined as not doing your own work or trying to represent someone else’s work as your own. CHEATING WILL RESULT IN A REQUIRED ALTERNATE ASSIGNMENT and may result in disciplinary action. In short, cheating will not be tolerated.

Please note: In order to have an environment that is conducive to learning and that ensures every student has an equal opportunity to demonstrate mastery of the material without distraction, all students are required to remain completely silent during testing. This means that there is ZERO TALKING and/or non-verbal communication while ANY test remains out and in the hands of students taking exams. **TALKING OR USING AN ELECTRONIC DEVICE DURING AN EXAM (even if the student is done with his/her test but other students are still testing) WILL RESULT IN A ZERO FOR THE EXAM**. Students will be able to re-test at another time, but they must complete the re-learning opportunities.

**Final Note**

All policies, procedures and protocols are subject to review and change, as needed. Please remember that these expectations have been established to provide a classroom environment that is conducive to learning. After all, that’s why we’re here!

In closing, I would once again like to welcome you to Academic Reading Prep. This trimester will be challenging, but I look forward to working with you as you continue to develop your critical literacy skills. If you have any questions or concerns throughout the term, please do not hesitate to talk with me. I am here before and after school, and I am here to help!

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Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the syllabus for this course and I understand the information contained therein. I acknowledge that I am responsible for knowing the information set forth in the document, including contact information, policies and procedures, grading, and required assignments. I also agree to keep this syllabus for reference throughout the year.

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

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_