**Room:** A 9/11

**Room phone #: 602- 496-3091**

**Email:** rrstuar1@asu.edu

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**9th Grade Capstone**

Welcome to ASU Prep! Your capstone teacher will be your point of contact for key ASU Prep information, and someone to help guide you through your high school experience. The freshman capstone team includes: Mr. Dershimer, Mrs. Constable , Ms. Hoskins, Ms. Stuart, and Mrs. Van Buhler. Although each capstone is unique, as a whole, the freshman capstone class will focus on the following content:

* Building a strong academic profile and academic success
* Organization
* Community awareness

**Ms. Stuart**

**Procedures, Policies & Expectations**

 **Class conduct**

1. Be on time for class! We will start on schedule, so be in your seat at the start of class. If you are not in the classroom at 3:12 on spark days, and 3:14 on M/ G days you will be marked tardy.
2. Distracting, inappropriate and/or rude behavior will not be accepted. This includes calling out comments and/or questions during class instructions or discussion time. Bullying will also not be tolerated.
3. Active and appropriate participation is expected at ALL TIMES.
4. It is NEVER appropriate to throw or toss ANYTHING in the classroom!
5. Come to class prepared every day. Have all needed supplies at your table: pencil/pen and your binder.
6. No cell phones. All personal electronics should be turned off and put away so they will not disrupt the class.
7. When I am giving instructions to the entire class, all talking and activity must stop. When another student is speaking during a class discussion, he/she will be heard by all! Show you are actively listening by facing the speaker.
8. Every day you will be expected to clean up after yourself. **I will dismiss you** each class period, so make sure everything is cleaned up (binder is put away, all papers are off your table)

**Classroom Rules, Rewards, and Expectations**

School is a place where students come to prepare for their future. The expectation is that you will come with a professional attitude, prepared for class and in professional dress. As high school students, the expectation is professionalism and maturity. The ASU Prep Way encompasses all aspects of classroom and school conduct: **Be Kind, Work Hard, Be Smart**

your success.

**Grading**

|  |  |
| --- | --- |
| **Rewards** | **Consequences** |
| Rewards will be given for positive behavior and excellence in academic achievement. | The following steps will be taken if a student does not follow the classroom expectations stated in the above explanations. |
| -Teacher praise: written or verbal-Model assignments posted in classroom-Positive phone calls home-Other fun incentives applicable to unit of study | **Step One:** “The Look”**Step Two: Verbal Redirection****Step Three:** Teacher & Student Conference**Step Four:** Classroom service or School detention**Step Four:** Parent/Student & Teacher Conference**Step Five:** Referral to Academic Dean |

**Projects/grading:** Students will be given a rubric and a description of each project prior to each assignment.

**Written Assignments:**  Like all courses at school, there will be written work required for each class. All writing is meant to enhance the students’ understanding of the concepts or topics that have been introduced.

* **Academic dishonesty:** Academic dishonesty includes cheating, dishonest conduct, plagiarism, and copying from others. Refer to our school handbook for a detailed explanation of the consequences.

**Homework:** Will maybe assigned throughout the year. It will be used to reinforce information provided in class. Homework will most often be assigned to allow students to complete any unfinished class work.

**Absences/ Late Work**

Excused Absence: All work will be due on a date designated, unless a student has an excused absence.

* Work missed during an absence must be made up.
* Teachers are available before school, during lunch, and afterschool for additional classroom time. Consult with teachers about availability.
* The student will have the same number of days to make up that work that he/she was absent.

**Basic supplies**

Each student will need to bring in a 1” binder to be used specifically for capstone.

The folder will be used for

1. Assignments
2. Projects/ Planning material
3. Notes/ Handouts
4. Rubrics/ Grades/ Assessments

**Please keep the syllabus and return the contract to me**

**Capstone class contract:**

Parent and students,

Please read through the packet of information that has been provided with this form. I am looking forward to working with you and your child for the next four years. Having the cooperation of all students and their families will ensure a better classroom environment. Grades for all students’ work will be recorded on the student’s PowerSchool. Please use the PowerSchool to stay informed about which assignments have been turned in and graded. If you have any questions about a specific project, grade, or the wellbeing of your child please do not hesitate to contact me.

Thank you for taking the time to make this a great start to the 2017-2018 school year.

Sincerely,

Risa Stuart

**Student & Parent Agreement:**

I have read all of the course materials for this class thoroughly. If I have any questions about policies and procedures, I will contact the Ms. Stuart for further explanation. I understand that returning this form on time will count as a homework grade. It is due:\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student name) (Student signature)

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(Parent Name ) (Parent Signature)