

**Baranek - Capital High School****English - 2023-24**

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**Instructor:** Susan Baranek**Classroom:** 108**Email:** sbaranek@helenaschools.org**Classroom Phone:** 406-324-2535**Student online platform:** Microsoft Teams**Office Hours:** 7:30 - 8:00 AM 3:20 - 4:00 PM**Parent/guardian access to agendas:** sbaranek.weebly.com

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\*Parents - Email is the most efficient way to contact me. \*Students - Contact me through email or a Teams chat.

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**Welcome! I look forward to getting to know you this year.** I love teaching and my job is to coach you in developing your reading, writing, speaking and listening skills within the ELA classroom. We will work hard but also have fun along the way. In the United States, all students have access to a free education; this is not true in many other parts of the world. I expect you to take ownership of your education. Ownership includes making sure all of your work is completed to the best of your ability, submitted properly, and according to the directions given. Ownership includes reaching out to your teachers if you do not understand something. Ownership includes developing habits and seeking out knowledge so that you can become your best self.

**Classroom Expectations**

- Follow the Capital Code.
  - Be respectful
    - of yourself, by always doing your own best work.
    - of others, by being kind.
    - of me, by participating in class, taking care of supplies and cleaning up after yourself.
  - Be responsible.
    - Daily class attendance is vital.
    - Arrive on time. Gather the supplies you need before the bell.
    - Follow directions.
    - Meet deadlines. If you use your class time well, homework is minimal in regular English classes. Honors classes will have homework.
  - Be a graduate.
    - Take pride in yourself and your work.
    - Ask for help if you need it.

**Supplies:** your **charged** laptop, composition book, pens/pencils, paper, folder/binder, highlighters (esp. green, pink, and yellow) **The only drink allowed in class is water.**

**Assignments**

- I post weekly agendas and activities on **Microsoft TEAMS**.
- Parents may view weekly agendas at **sbaranek.weebly.com**.
- If you are struggling with an assignment, please see me as soon as possible.

## Technology Policy - **NO UNAUTHORIZED USE OF CELL PHONES/EARBUDS IN CLASS**

- I have **zero** tolerance for unapproved cell phone/smart watch/earbud use during class. Please keep devices/earbuds in your backpack. If I see you on your phone without approval, you will immediately receive an Electronic Device Violation as per school policy as outlined in the student handbook.
- Always treat your Chromebook/laptop with care. No food or water near the computers. Misuse of your Chromebook will mean that you lose the use of it during class. Misuse = roughness, surfing the Internet, viewing social media, playing games, etc.

## Grading

- Major assignments will count for more points than minor assignments. I do not offer extra credit in lieu of assignments. Occasionally, small extra credit options may be offered to *all* students.
- You will sometimes have the option to revise assignments. Your grade has the potential to move up one letter grade from the initial score with noticeable revision.
- Assignments must be handed in on time to potentially receive full credit. If an assignment is late, the highest grade you might earn is a 70%. No late work is accepted after we have completed a unit. I operate on a simple point system using the school grading scale:  
(A - 90 - 100%; B - 80 - 89%; C - 70 - 79%; D - 60 - 69%; F - 0 - 59%)
- **Semester 1 Grade** = Q1 (45%) + Q2 (45%) + Semester Test (10%)
- **Semester 2 Grade** = Q3 (45%) + Q4 (45%) + Semester Test (10%)
- I have **zero tolerance for cheating**.

As stated in the school handbook:

- *“Cheating is defined as acting dishonestly in carrying out any assignment. It may include, but is not limited to, copying assignments, unauthorized use of electronic devices and other materials for tests, looking at someone else’s test, plagiarizing, having someone else do your work, or other acts specifically prohibited by the teacher. (Using AI to generate work is cheating.)*
- *Cheating will result in a "0" for the test or work. The "0" will be calculated into the student’s grade just as any other grade.*
- *The classroom teacher will administer this policy and has the responsibility of notifying parents, the counselor and the appropriate administrator.”* **You will also complete an Academic Integrity Contract which will go in your file.**

**Absences** - If you miss class, check **Microsoft TEAMS** to see what you missed. *Then*, check with me. You have two days to make up work for your first day of absence, and one day for every day absent thereafter.

**I look forward to a productive year together!!**

