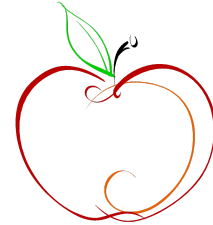


**Creative Writing  
Disclosure Document  
Ms. Hunter  
mshuntercvhs.weebly.com  
karahunter@alpinedistrict.org**



**Parent/Guardian and Student:** Please read this document carefully, as these will be the policies for the entire school year. You will want to be familiar with them if a problem ever arises. If there are any questions, please feel free to e-mail me.

## **Classroom Rules**

### **Respect**

We show respect to the teacher or any other presenters who come into our classroom.  
We show respect to one another by using positive language.  
We show respect by obeying all school rules and classroom rules. We follow the school dress code.

### **Responsibility**

We are responsible for our own learning

- Prepared with homework
- Coming to class on time
- Finding out what any missed work is
- Turning in missed work
- Following all procedures in class

We are responsible for protecting the rights of others

- If someone is being left out, we include them
- We don't giggle at someone's opinion
- We don't use harsh words to respond to another's opinion
- We use Civic Dialogue when discussing differences

### **Electronic Devices**

#### **Electronic devices are only permitted for academic purposes.**

You are welcome to read on your phone during silent reading. If thumbs are used (it looks like you are texting or browsing social media) you will be asked to "charge" your phone. If you refuse to "charge" your phone, a parent/guardian will be contacted. If you are asked to "charge" your phone 3 times during a term, your parents and administrator will be contacted.

There will be assignments throughout the year where phones will be permitted to look up information, etc. The "charge" your phone rule still applies. If you are using your phone for anything other than the assignment, you will be asked to "charge" your phone.

### **Food and Drink**

Food and drink (anything that is not water) is not allowed during class. Please don't bring your breakfast, lunch, or snacks to class. You will be asked to leave food and drink (anything that is not water) on the counter by my desk until the end of class.

## Participation Points

You will receive 10 points per day for being on time, completing the journal or starter, silent reading, and completing the activities and/or assignments for the day. You can lose participation points in the following ways:

Action	Points Lost
Tardy	5
Unexcused Absence*	10
Truancy	10 + all daily assignments
Disrespectful behavior (includes excessive hall pass use).	To be determined

## Grading

The grade scale is as follows:

100-94	A	79-77	C+	63-60	D-
93-90	A-	76-74	C	59-0	F
89-87	B+	73-70	C-		
86-84	B	69-67	D+		
83-80	B-	66-64	D		

## Late Work/Remediation

Each student will be given four passes for late work/remediation. These passes will allow late assignments to be turned in for up to full credit and/or any assignment or assessment to be remediated for up to full credit. Once the passes are used, no other late assignments will be accepted for the term. Any unused passes will be good for 5 points of extra credit at the end of the term.

Absent work can be turned in for full credit within two weeks after the date of the absence. After two weeks, the assignment is considered late and will require a late pass.

Each term will have a deadline for absent and late work. Work for the term will not be accepted after the following deadlines:

**Term 1-** October 9, 2019

**Term 2-** December 13, 2019

**Term 3-** March 6, 2020

**Term 4-** May 22, 2020

## Google Drive

All writing assignments are to be completed in Google drive. All students have an alpine district email account set up by the school district. Students are not required to use this account, but they are required to use Google drive for the writing assignments.

## Needed Materials

·Composition book (a notebook that will serve as a journal).

- Pen or pencil and loose-leaf, college-ruled paper.
- Novel of your choice for silent reading.

## **Extra Credit**

Unused late passes may be turned in for extra credit at the end of the quarter. They are worth 5 points each.

## **Cheating**

Cheating is defined as passing another's work or ideas for your own in order to get a grade. Plagiarism, which means copying another's work and/or ideas and claiming it as your own, is illegal. "Another's work" refers to any other person, not just a student. Cutting and pasting from the internet for an essay is considered cheating and plagiarism. All forms of cheating are unacceptable at any time in my classroom. Working with a group is different from cheating. When you are working together, you are sharing ideas. Though your ideas may be similar, your answers won't be word for word the same. You are here to learn, not copy. Cheating on assignments is the same as cheating on an exam. If you are caught cheating on any part of an assignment, you will receive an automatic zero on the assignment, and your parents will be contacted. You are also not allowed to make up that assignment.

\*All procedures in this document are subject to teacher discretion. Extenuating circumstances will be taken into consideration.

## **Teacher Contact Information**

Email: [karahunter@alpinedistrict.org](mailto:karahunter@alpinedistrict.org)

Room: C219

Website: [mshuntercvhs.weebly.com](http://mshuntercvhs.weebly.com)

## **Remind**

I will be using remind to send out reminders to my classes about upcoming due dates for tests, quizzes, projects, and essays. This is an excellent resource, and is free through the Remind app. Parents and students who sign up for the service will receive reminders through text messages.

**Note:** You will still need to check the class site when you are absent to see what you missed. **Remind will only be used to remind classes about upcoming due dates for tests, quizzes, projects, and essays.**

## **How to sign up for Remind:**

Text the code for your class period to 81010. For example, if you are in A1 you would text @cvhuntera1 to 81010. Below are the codes for each class period. After texting the code, you will receive a text message instructing you to submit your name for the class.

**Parents are welcome to sign up for Remind as well.**

A1- @cvhuntera1

B7- @cvhunterb7

***Please have a parent or guardian sign this form and return it to Ms. Hunter. DON'T TURN IN THE ENTIRE DISCLOSURE DOCUMENT. This counts as your first assignment for term 1!***

\_\_\_\_\_  
Student's Name (Printed Please)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Name (Printed Please)

\_\_\_\_\_  
Parent's/Guardian's Signature

Date \_\_\_\_\_

Parent/Guardian's e-mail address:

\_\_\_\_\_