

Effective Writing 7-9 plus Writing for Literature

2014-15 Student/Parent Class Agreement

Teacher Contact: John Jenkins (john@reconciliation.com or 703-507-9379)

Class Description

Prepare your students for the rigors of high school writing. This class incorporates academic and professional techniques that develop a student's critical thinking, organizing skills, and effective communication through essays, including writing short or long answers for literature.

What Students Will Learn

Students will learn how to 1) take notes, 2) conduct research on the internet, 3) organize information, 4) document sources including footnoting, 5) write effective sentences and paragraphs using basic grammar, spelling, capitalization rules, plus formatting skills such as double-spacing, indents and setting margins. Using these basic skills, the students will then learn how write effective essays.

PREREQUISITES. Appropriate reading speed and comprehension skills for age level. Basic computer skills with MS Word or equivalent.

Requirements

1. Availability of a computer, email and internet on a daily basis, with 3 hours of homework per week.
2. Throughout the year, students will develop and maintain a 3-ring class notebook containing all of the school years research, in-class and homework assignments (in-progress and completed) and handouts. A key component of the notebook is the Grade Sheet. Students are required to keep a record of all assignments (assignment name, due date, grade). Failure to maintain a class notebook can result in suspension from class until the notebook is updated.
3. Students will also complete up to 20 in-class or take home writing/reading exercises. Failure to turn in an assignment on time can result in the lowering of the student's grade of one grade level per week.
4. There are no make-up classes for missed days. Students must initiate communication

with the teacher or a classmate to find out the week's assignments if the class homework guide does not already state the assignment. As long as a student completes an assignment on time and according to the assignment's requirements, there are no penalties. Use USPS stamp mail for any late assignments.

5. Final grades will be given on a standard 4.0 scale and a grading rubric given in class. Semester grades will also be provided at year end. Parents and students should track student progress using the Grading Sheet provided the first day of class. This is a 1 credit class.

6. All homework assignments are posted at rpclasses.com/homework by class.

7. Material/copy fees: \$35. No books will need to be purchased.

Parent's Involvement

- 1) Obtain and read the *Getting Started* document for Mr. Jenkins classes from www.rpclasses.com**
- 2) Monitor a student's homework schedule**
- 3) Monitor the student's class notebook**
- 4) Collect the student's assignment grades**
- 5) Read the class N-G-E evaluation system and grading rubrics**

Student Signature

Parent Signature

Please keep a copy of this agreement for your records. Return the second copy with your student before the 3rd week of class.