

## Course Syllabus

**Course Name: Academic Skills English**

**Teacher Name: Ms. Tammy McClaran**

Teacher Contact Information: (480) 987-5973 ext. 5444  
[tmccclaran@qcusd.org](mailto:tmccclaran@qcusd.org)  
Room: H101  
Prep: 4B

I can be contacted by phone or email at any time. I check email regularly throughout the school day and will reply within 24 hours after I have received the message. I am available to students during my 4<sup>th</sup> hour prep period. Students can also make an appointment to meet with me during advisory time as well as before or after school. I will be as flexible as possible to meet with students as their success is my overall goal.

### **Course Description:**

In this course students will learn to read functional text, spelling, and learn vocabulary for basic independent living. Students will develop their own resumes, cover letters, thank you note, and letter of introduction. Learning basic reading skills help students to a take a driver's test, read menus, and cooking instructions.

### **Course Objectives/ Competencies:**

Decoding, Prefixes/Suffixes, Abbreviations use, Vocabulary, Context Clues

#### Sight Word Reading

- Identify, sort, match, classify/objects, pictures, words
- Match oral words to printed word
- High Frequency Words

#### Reading Comprehension

- Ask/answer questions about text
- Locate needed information in passages
- Drawing Conclusions
- Cause and Effect
- Sequencing

#### Listening

- Use/follow 1-2 step directions
- Use/follow 3-4-5 step directions

### Handwriting

- Write left-right, top-bottom and hand-eye coordination
- Manuscript
- Cursive
- Keyboarding

### Written Language

- Sentence Structure
- Paragraph Structure
- Using Graphic Organizers
- Punctuation
- Spelling
- Language Structures

### **Assignment Requirements:**

- Each student will complete class work daily or by the due date.
- Long term assignments are to be given advance time to be completed.
- Assignments must be neat and legible.
- Assigned work should be completed during class and any unfinished work will become homework.
- Student name, class period, and the date should be at the top of all work.
- Student may turn in work late but with a reduction in grade as defined by the teacher.

### **Grading System:**

Grades are based on the point scale that is cumulative over the semester.

A= 90-100% B=80-89% C=70-79% D= 60-69% F= 0-59%

Grades are based on a point scale that is cumulative over the semester. Each student has a goal of acquiring as many points as possible by participating in class, completing assignments, projects, test/quizzes. SnapGrades is a web based system that will give parents and students access to current grades and classroom activities.

### **Late Assignments:**

Students are required to turn in homework on or before the due date. If a student has not completed their assignment they have 2 options:

1. Turn the homework in hand to Ms. McClaran by the end of the school day to earn 75% of possible points.
2. Turn the homework in hand to Ms. McClaran the following class period to earn 50% of possible points.

If a student is absent, it is their responsibility to ask for missed work. They will have one week to get all work completed and turned in to receive their points.

Assignments can only be made up if the absence is marked "excused" by the school attendance office.

### **Classroom Management:**

Students are held to high standards. They are expected to follow all school rules, policies, and procedures. Ms. McClaran's classroom is a concept wherein students are welcome to learn and enhance the quality of their lives without fear of intimidation or harm, guided by caring people in a clean and orderly environment.

### **Classroom Rules:**

- Be on time and prepared.
- Observe all rules of the student handbook.
- Show respect to those around you.
- Be responsible for yourself and your actions.
- Put forth effort on all that you do.

### **If a student chooses to break a rule...**

1. 1<sup>st</sup> time-warning/conference with student.
2. 2<sup>nd</sup> time-notification of parent/guardian and possible detention.
3. 3<sup>rd</sup> time-meeting with parent/guardian and possible detention.
4. 4<sup>th</sup> time-written referral to administration.

### **Absences:**

It is the student's responsibility to ask the teacher about missed work and assignments. Students may ask peers in the class but should not rely on them fully. Regular student attendance has a direct correlation with student success. School attendance policy states that students are in jeopardy of losing credit for a given class after 10 absences or more.

### **Electronic Devices:**

School policy states that electronic devices are not permitted to be used in the classroom. All cell phones, i-pods, and other electronic devices should be kept in the students pocket or backpack. The first offense will constitute a warning. The second offense will result in the student losing possession of their device for the remainder of the school day and have parents contacted.

### **Extra-Credit:**

Extra credit is not a right and is not used in lieu of skipped homework assignments. Ms. McClaran will announce 2 extra credit opportunities throughout each quarter with points possible and instructions.

**Computers:**

We are fortunate enough to have 4 student computers in our classroom. They may be used after each student has signed a computer agreement form during the first week of school. Computers are used for student work or as a reward when assignments are completed. Students may also set up an appointment with Ms. McClaran to use the computers for other assignments; before school, during advisory, during lunch, or after school.

**Movies:**

From time to time throughout the school year the class may watch movies or video clips. All movies will be rated G or deemed school appropriate by administration. For any movie that is rated beyond a G movie, a permission slip will be sent home. The student has the right to an alternative assignment if they and/or their parents elect not to watch the movie.

**Please read, sign, and return this sheet to Ms. McClaran**

I have read and understand the expectations, content, and policies, for this course. I have reviewed the course syllabus with my child and support the school's goal of High Achievement in a Caring Environment. I will contact Ms. McClaran immediately with any concerns about the syllabus.

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Student Signature    Date

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Parent Signature    Date

Please provide a current email address and/or phone number to be contacted at so an open line of communication on student progress can be achieved.

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Email

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Phone Number

\*\*Also by signing this I agree to use the computers in an educational manner. I will not visit inappropriate sites, use instant messaging, check personal emails, or other actions not allowed on school property. I also consent to watch movies presented in class.

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Student Signature    Date

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Parent Signature    Date