

# Mrs. Kuklinski's Syllabus

Chino Valley Unified School District 2022-2023

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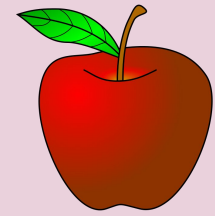
<https://www.chino.k12.ca.us/Domain/1690>

(909) 591-2161

\*I will respond to emails Monday - Friday, until 4:00 pm.

\* If you need to talk to me for additional help outside of the classroom, please check with me for availability before school.

# **WELCOME to Mrs. Kuklinski's Classroom!**




Welcome to my classroom! I hope that you are excited about starting the new school year and remain excited to learn all year long. The skills that you learned and practiced last year will be merged with your current grade level standards and curriculum. We will mostly be working from your textbook, but you will also read other approved texts such as articles and possibly novels. The lessons will be challenging because they are meant to help you grow academically while promoting critical thinking. There will be opportunities for creativity and collaboration as well. Your education and success are important to me. I am looking forward to getting to know all of you so that I can help you succeed!

# ELD Class (Periods 1, 2, & 3)



- Learn and practice reading, writing, speaking, and listening skills in preparation for the ELPAC assessment.
- Library books
- Root Words
- Collaboration (Partner and group work)
- Read 180
- System 44 and Phonics (if needed)
- REAL Book tasks → Reading and writing enrichment activities

# 8<sup>th</sup> Grade English (Periods 4-6)

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- ✓ Consistent individualized support from the teacher
  - ✓ Challenging assignments
  - ✓ Large amounts of reading and writing
  - ✓ Homework and classwork
  - ✓ Text-dependent questions
  - ✓ Citing the text and source
  - ✓ Collaboration, presentations, digital literacy
  - ✓ MLA format
  - ✓ Accountability for your own work
  - ✓ Accountability for reading directions and using the rubric
  - ✓ Accountability for turning in work on time
  - ✓ Accountability for checking your progress and grades in AERIES weekly

# Using your Chromebook & Google Classroom



- We will be using a combination of paper and your Chromebooks throughout the school year.
- Keep your Chromebook closed until you are directed to open it.
- Check AERIES weekly. Check your Google Classroom daily for announcements, assignment information, document copies, and feedback.
- For your convenience, during Trimester 1, documents that are handed out during class will also be uploaded to the Google Classroom. The instructions for your assignments will be included with the document in the Google Classroom. Carefully read the instructions for each assignment. Some assignments will have a rubric attached which contains details about the expectations and guidelines for the assignment so students can earn the maximum amount of points possible.
- Click “Turn In” when you are ready to submit your assignment. When work is turned in, I must grade it before submitting it to AERIES. The timeframe for grading will vary depending on the assignment.
- Do not turn in blank pages. Check to make sure your work has saved and that it is done correctly and completely before you click “turn in”.
- Use email to send me messages, not the Google Classroom comment section.

# "I (or) My parents have a question about my grade."



- I can answer brief grading questions in person before school or after class.
- Before you call or email, check AERIES to review your overall grade.
- Next, check the Google Classroom to see if work has been turned in and graded. Sometimes students are looking for grades on assignments that have yet to be graded.
- For graded work, review the feedback and comments. The feedback will give you information such as the reasons why you earned a particular grade on an assignment.
  - For paper assignments, comments will be on the paper.
  - For Google Classroom, I will leave feedback in the comment section.

## EMAIL IS THE BEST WAY TO REACH ME

- If you or your parents still have a questions about your grade, please email me. I will respond to emails within 24 hours Monday - Friday, until 4:00 pm. My email address is [kamila\\_kuklinski@chino.k12.ca.us](mailto:kamila_kuklinski@chino.k12.ca.us)
- **Avoid using the Google Classroom to send messages to me. I do not see those messages until I go into grade which could be days after you sent your message.** If you need to talk to me for additional help outside of the classroom, please check with me for availability before school.



**GRADES: Log into AERIES portal weekly**

**Homework/Classwork = 40%**

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**Assessments = 60%**

**(Tests, quizzes, formal projects, and formal essays are graded as assessments.)**



# GRADES: Late Work and Resubmissions

**LATE WORK:** Work should always be turned in on time.

However, if not, the consequences are:

- For late classwork and homework, you will earn half credit (50% of the total). depending on completeness and correctness.
- Late assessments (essays, projects, presentations, etc.) will be reduced by one letter grade for each day it is late.
- Late work will only be accepted while we are working in the same Unit. Once the Unit ends, I will no longer accept that Unit's assignments. .
- For Google assignments, submit work via Google. For paper assignments, all work must be handed directly to me. Please, do not leave work with the office staff or another teacher. Also, do not leave work unattended at my door.

**RESUBMISSIONS:**

**Trimester 1 and 2:** You must ask if I am accepting resubmissions for assignments. If, during class, there is no free time to have a private conversation with me, you must come to see me after school to discuss your assignment.

**Trimester 3:** Resubmissions for Classwork/Homework will no longer be accepted. I will let students know if or when there is an opportunity to retake an assessment for which a passing grade was not earned.

**INCOMPLETE WORK:**

- You will earn half credit (50% of the total) for work that is not fully completed, according to the instructions.



# ABSENCES:


- Check the Google Classroom during your absence to review the daily agenda and look for assignments, instructions, and copies of documents, handouts, and presentations.
- When you return to class, if you did not check the Google Classroom, check in with me to get information about the assignments.
- Due to the current events surrounding Covid and other illnesses, students will have extra time to turn in absent work. See me for help. Students may turn in absent work during class or after school.
- Speak to me if you will have, or have had an extended absence so that we can create a plan for you to make up work.
- For Google assignments, submit work via Google. For paper assignments, all work must be handed directly to me. Please, do not leave work with the office staff, another teacher. Also, do not leave work unattended at my door.

# Guidelines for Academic Success



- Practice good habits. Ask questions so that I know that you need help with something.
- You will be graded for both correctness and completion. Incomplete work earns less credit.
- Turn in work on time. Late work earns less credit.
- Review the Daily Agenda and the Google Classroom Classwork page everyday to recall what was done in class and what assignments need to be completed.
- Use the rubric when it is provided. Rubrics are a guide to help you earn the maximum amount of points.
- Turn in work by clicking “Turn In” on your Google Classroom page. Do not click turn in if you have not done the work. Avoid turning in blank pages.
- Always do your own work. Practice responsibility and self-discipline.
- Obey the Academic Honesty guidelines outlined in the Student Handbook.  
<https://www.chino.k12.ca.us/Page/2479>
- Be prepared for class discussions by having your work done on time..
- Be prepared to participate in class discussions. It is required of all students. Participation is part of your overall grade.
- Check AERIES weekly to keep track of your grades. Please note that I will not be able to check grades and provide personal updates during class. Email, or stop by before school for private chats about your grade.

# Classroom Behavior Expectations (Norms)



**BE SAFE** – Walk into the classroom, unpack your backpack, and go directly to your seat.. Use a low volume voice to speak quietly and calmly. Use kind words. Keep your hands, feet, and objects to yourself. Sit upright in your chair. Remain seated; get permission to leave your seat.

**BE RESPECTFUL** – Raise your hand if you have a question or to ask for permission to leave your seat. Discuss grade related concerns privately with the teacher after class. Listen to new or differing ideas with an open mind. Be prepared to meet and work with new people without judgement or complaint. Be kind to everyone.

**BE RESPONSIBLE** – Arrive to class on time and be seated at the bell with a closed Chromebook. Avoid socializing. Write neatly and legibly. Focus on your own work. Complete all of your work. Participate in class discussions. Check the Google Classroom website daily. Check the AERIES Gradebook weekly. Format emails properly. Work until the end of the period; until the bell rings or until you are dismissed.

# Restroom/Leave Policy

- ❖ Per school policy, students may leave the classroom to use the restroom, or get water only three (3) times per trimester, per class.
- ❖ You must ask for permission, wait to be signed out, and take the HALL PASS.
- ❖ Cell phones must remain in your backpack during restroom/water breaks or for any approved leave.
- ❖ The restrooms will only be open during the first and last 10 minutes of class, **however, in this class, break requests during the first 10 minutes are not permitted.**
- ❖ Please plan accordingly. Schedule your restroom breaks so that you go during passing period.
- ❖ There will be a four (4) minute wait between requests.
- ❖ If you have a medical condition and need more frequent restroom breaks, please have your parents contact me directly. I will notify the health office staff, and they can add the information to your personal records.
- ❖ Requests to leave class to call parents or answer parent calls are not permitted. Parents must call the front office during school hours.

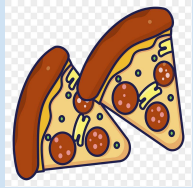


# Good Behavior Consequences

Good behavior will be rewarded.

## TOWNSEND TICKETS

- ★ When you follow the school and classroom behavior expectations, you will receive a Townsend Ticket for doing the right thing: Being Safe, Respectful and Responsible.
- ★ Townsend Tickets can be used to enter the school raffle where you can win prizes such as snacks, or small school supplies.
- ★ You have the options of keeping your Townsend Tickets to use for the Snack Shack as well.
- ★ Remember to always do the right thing and **Be Safe - Be Respectful - Be Responsible**.



## 100 CLUB - Trimester 2 and 3

- ★ Students who complete 100% of their homework (on time) will be part of the 100 Club each trimester.
- ★ Students who earn 100% on an assessment will be part of the 100 Club each trimester. (Note: You only need to get 100% once to be part of the 100 Club.
- ★ At the end of Trimesters 2 & 3, students will be rewarded with a cookie and pizza party hosted by the English department teachers.

# Other Consequences



**I will contact parents and/or guardians if you are...**

- ...consistently refusing to follow the Online Behavior Expectations.
- ...being disrespectful and consistently causing disruptions during instruction.
- ...consistently violating the academic honesty policy.
- ...consistently tardy
- ...consistently unprepared for class, i.e. no work or reading has been done.
- ...refusing to complete work.
- ...continually turning in blank pages.
- ...stopping work and leaving before being dismissed by the teacher.
- ...consistently and rudely arguing with staff or other students.
- ...using inappropriate language.
- ...destroying school property.

## Other Consequences (continued)



◆ I expect that every student will be on their best behavior. However, if you are not following the classroom behavior expectations, there will be steps taken to motivate you to correct your behavior.

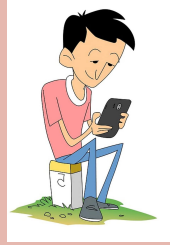
**NOTE:** All occurrences of behavior that do not comply with the class expectations will be documented. Citations and detentions will be issued when students do not follow the class and school guidelines.

**1st occurrence:** Student receives a written warning and is reminded of the expectations. Citation #1 issued. Parents notified via email.

**2nd occurrence:** Detention #1 issued. Parents notified via email. Administration notified.

**3rd occurrence:** Detention #2 issued. Administration notified. Parent phone call. A referral to administration may be an option for an escalated consequence, if needed.

# Cell Phones



Students in possession of a cell phone on campus must adhere to the following school guidelines:

- Cell phones and electronic devices must be turned off once you arrive on Townsend's campus and enter the gates.
- Electronic devices include cell phones, smart watches, cameras, iPods/MP3 players, video game player, e-readers/tablets/iPads, etc. Your Chromebook may be used on campus according to the school guidelines.
- Cell phones and electronic devices must remain off and in your backpack (not your pocket).
- You may use your electronic device only with permission and supervision from a staff member, if they allow it.
- Cell phones may be used at the end of the school day when leaving campus after school
- Dismissal.
- Refer to pages 12-13 in your Student Handbook for additional information.

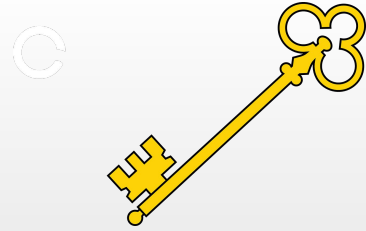
Consequences for not following the guidelines in Mrs. Kuklinski's classroom:

- 1st occurrence: Cell phone is taken and locked away until the end of the day. Citation and parent contact.
- 2nd occurrence: Same as 1st occurrence, plus detention is assigned.
- 3rd occurrence: Cell phone is taken to the front office and will only be released to a parent. Another detention is assigned.



Classroom Expectations Teaching Matrix Mrs. Kuklinski		Routines and Procedures		
		Entering and Start of Class/ Exiting and End of Class	During Instruction/ Transitions/ Individual Work	Group Work and Presentations
SCHOOL-WIDE POSITIVE BEHAVIORAL EXPECTATIONS	Be Safe	<ul style="list-style-type: none"> <li>Wait off the ramp to be called in</li> <li><u>Walk</u> into the classroom</li> <li>Store backpacks on the hook under your desk.</li> <li>Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Speak using kind words</li> <li>Only support positive behaviors</li> <li>Ignore bad behavior</li> </ul>	<ul style="list-style-type: none"> <li>Use encouraging words</li> <li>When using computers, leave all computer settings as is</li> </ul>
	Be Respectful	<ul style="list-style-type: none"> <li>Use a low-volume voice (1 ft. voice)</li> <li>Be seated before the bell rings</li> <li>Remain seated unless given permission to leave your seat</li> <li>Pack up only when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand; wait to be called on before speaking</li> <li>Use a low-volume voice or remain silent</li> <li>Do what you're asked to do right away, without argument</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the contributions of all group members</li> <li>Medium voice volume (2-3 ft. voice)</li> <li>Allow others to finish speaking.</li> <li>Listen attentively</li> </ul>
	Be Responsible	<ul style="list-style-type: none"> <li>Have all class materials on your desk</li> <li>Notify the teacher when you turn in absent or late work</li> <li>Check the Google Classroom daily</li> <li>Open laptops only when directed to do so</li> </ul>	<ul style="list-style-type: none"> <li>Have all work completed and ready for discussion</li> <li>Work only on English</li> <li>Only go to websites that are teacher directed</li> <li>Work until the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Complete your assigned group task</li> <li>Remain seated with your group during planning time</li> <li>Every group member presents</li> </ul>

# Education is Key



## REMEMBER...

- ◇ Grades are earned, not given. The work you do determines your grade.
- ◇ Read instructions and use the rubric as a guide to make sure you earn the grade you want.
- ◇ Respect your teachers. We have the answers you need, and we are here to help you succeed.
- ◇ Your effort, your work, and the learning moments you embrace are directly linked to your future academic success. Take school seriously!

*EDUCATION*  
IS THE KEY  
TO **UNLOCK**  
THE GOLDEN DOOR of  
*Freedom*