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**MIDDLE COLLEGE at the COLLEGE OF SAN MATEO: English 4 Co-Created Community Guidelines**

# **Class Facilitator**: Brittany Redgate

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**COMMUNITY MISSION STATEMENT**

We as a community will develop a space where all can feel respected, safe, and heard. To do this, we will always consider what others are saying before imposing our own judgments, make a conscious effort to cultivate empathy for those around us, and recognize our own needs and acknowledge the needs of others. Furthermore, we will learn the ways in which we internalize and perpetuate the status quo in our classroom, if participating in that is beneficial to us, and to what extent we want to continue in this cycle.

**GENERAL COMMUNITY GUIDELINES**

* As a class, we value honesty and transparency, ownership and vulnerability; these will serve as guidelines for our communication.
* We will respect all views and opinions; we will maintain open space for everyone to share, regardless if we agree with their opinion or not.
* We will respect our learning environment, which includes:
* Cleaning up after ourselves
* Respecting our curriculum and lesson plans
* Maintaining self-organization and self-direction

**TARDY POLICY**

We agree that tardiness is disrespectful to our classmates, as it interrupts their time and communicates a lack of consideration. The first two weeks of semester, we were given the space to learn how to navigate our schedules and manage our time on a college campus. Starting 8/28, if we walk in late, we will sign the late sign-in board in order to track our tardies. The consequences for habitual tardies are: 1st tardy - warning; 2nd tardy - warning; 3rd tardy - apology to the class (tbd)

**BATHROOM POLICY**

We are free to go to the bathroom when needed. No more than one person at a time.

**FOOD POLICY**

We may eat and drink in class \*as long as we clean up after ourselves\*

**ELECTRONICS POLICY**

* We may use our phones when appropriate and to our discretion.
* We understand that checking our texts, our social media accounts, or anything else when it’s not contributing to our learning environment is a sign of disrespect to the community and to our intentions for being here.
* We may listen to music when doing individual work, but it must be a reasonable volume and be through headphones/earbuds

**SEATING POLICY**

We can choose the seats we want. If we are distracted from my learning or distracting our peers, we need to move.

**PARTICIPATION POLICY**

Participation is strongly encouraged in order to co-create an environment where all voices are heard.

**GRADING POLICY**

We will begin the year with an A+. It will be up to us to keep that A+ throughout the year. We will be graded on effort, completion, improvement/progress, and self-reflection. We will not have weighted grading. D’s will not be given as final grade.

|  |  |  |  |
| --- | --- | --- | --- |
| **A=100-90%** | **B=80-89%** | **C=70-79%** | **F=70-50%** |

For formative assessments, grade symbols might be assigned. They are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **✓++ = 100%** | **✓+ = 90%** | **✓=80%** | **✓- = 70%** | **✓--=60%** |

**HOMEWORK POLICY**

“Do” Dates: Every assignment will have a 3 day period of time within which we can submit the assignment for full credit.

**LATE WORK POLICY (UNEXCUSED)**

Assignments turned in after the “Do Dates” will receive 10% off each day that it is late; we cannot lose more than 50%.

**LATE WORK POLICY (EXCUSED)**

For excused absences, the amount of time I will get to make up assignments will be based on how many school days I missed (ie. if I missed 2 days, I will get 2 days to make up the work)

**NO NAME POLICY**

Any work submitted without a name will be posted on the community corkboard; the owner will need to put their name on it and resubmit to the late box. After it is resubmitted, grading will follow the late work policy (10% off each day that it is late).

**REVISION POLICY**

* We all agree that we should be able to revise assignments based on feedback. We believe that we should have a choice to receive feedback before the final grade.
* If your grade is not satisfactory to you, no matter what the grade is you can always have the option to decide to revise it for a better grade.
* If your revisions still don’t show improvement, then you get the grade you deserve.
* In order to solicit explicit feedback, we will create a form in which we mention 2-3 things that you want Ms. Redgate to focus on as she is giving feedback.
* We will also try to work in one day for peer review if the schedule allows

**SOCRATIC SEMINARS**

* Socratic make ups: if someone misses a socratic, they will watch the video/recording and take notes, and then discuss with Redgate afterwards about what they saw.
* In order to encourage more natural, open discussion, we feel we should talk more naturally like a conversation.
  + In larger groups, we should raise hands; in smaller groups, we feel it’s okay to just talk.
* Socratics: we should meet in smaller groups first, and converge into a bigger group at the end.

**GROUP PROJECTS**

* Group work should be optional; working individually should always be an option
* For group projects, we feel there should be different requirements for the group than the individual
* If we are assigned group projects, we will dedicate 1 day per week to sole group work

**CONSEQUENCES**

If we abuse any of the privileges above, we will lose them (e.g. food messes, phone out, seating policy, etc).

**OTHER POINTS OF INTEREST**

* We reserve the right to hold class outside one day a week, schedule and weather permitting. We will determine that day ahead of time so that we can meet there as soon as class begins.
* We reserve the right to evolve this syllabus at any point during the year should the guidelines cease to serve us.

*Signing on the line below acknowledges that you have read and understand the expectations and guidelines of the community as stated above, and agree to commit to them as a member of the community.*

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**Name (Printed) Signature**