

**Miss Koyle – CCA**  
**Diamond Fork Middle School**  
**nicole.koyle@nebo.edu**  
**801–798–4052 Room: T6**

Welcome to College and Career Awareness! I'm glad we get the opportunity to be together. This year's theme is, "I Had Fun!" We are going to explore areas of study and employment in a variety of fun and exciting ways! For example, you will not only learn about pathways of study like forensic science, you'll experience what a forensic scientist does in his/her occupation in a simulated crime scene investigation. Agriculture is not just about growing crops and raising animals, it's also about technologies used to aid in farming. We will explore agriculture, health science, information technologies, and many other career pathways!! One question students often ask is, "What is CCA?". The easiest way to answer this question is that CCA is a class that helps students discover what they want to be when they grow up. More importantly, the question to ask is, "Who do I want to be when I grow up?" Please read through this document carefully with your child and fill out the information at the end, then return the last page. Thank you!!

### **About Miss Koyle**

Welcome to my class! I am so excited to start this school year. I thought I might take a minute and tell you a little about me. I was raised in Spanish Fork, Utah. I served a mission for my church in Maryland and then graduated from Utah Valley University with a Bachelors in Elementary Education. Last year, I taught 3rd grade at Foothills Elementary. I have a love for music, art, card games, dancing, and playing the drums. ROCK ON! :) I love spending time with my family and friends. I am currently living in Spanish Fork. I also have the cutest parti yorkie named Biscuit. I absolutely love teaching children. They bring such a happy, bright spirit whenever they enter the classroom. It is a privilege being able to teach your children. We are in for such a memorable year. I'm so grateful for the opportunity to work with a wonderful group of 6th and 7th graders.

### **Diamond Fork Middle School and My Classroom Expectations/Citizenship**

As a student at Diamond Fork Middle School, I will be "All in for Learning" by showing:

1. **Respect.** Acting with respect in class and talking appropriately, using electronic devices appropriately, keeping your area clean, following directions, treating substitutes with respect, and being prepared for class.
2. **Compassion.** Kind behavior towards others.
3. **Courage.** Not whining or complaining about work, being willing to work and participate
4. **Integrity.** Being honest with work and no cheating or plagiarism
5. **Perseverance.** Completing and turning in work on time.
6. **Curiosity.** Find joy in and have a strong desire to learn something.

**Citizenship Grading** – Students receive citizenship grades S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) based on the rubrics for our core values of Respect, Compassion, Courage, Curiosity, Integrity, and Perseverance. Parents and students can see these grades on iCampus. Satisfactory citizenship is required for students to be eligible for rewards. I will have a citizenship plan in my classroom and will use it as my main source of parent communication regarding student behavior. You can find an updated copy of our citizenship plan on our school website. I will input citizenship (both positive and negative) once a week, generally on Fridays. The citizenship notes in iCampus are limited. If you are concerned about your student's citizenship and would like extra details, please contact me.

### **Miss Koyle's Specific Classroom Rules:**

1. **Respect Yourself**
2. **Respect Others**
3. **Respect Property**

### **Student Rights:**

1. You have the right to make a contribution to an attentive, responsive audience.
2. You have the right to ask questions.
3. You have the right to be treated civilly.
4. You have the right to have your ideas discussed.

## **Student Obligations:**

1. You are obligated to speak loudly enough for others to hear.
2. You are obligated to listen for understanding.
3. You are obligated to agree or disagree (and explain why) in response to other people's idea

## **Consequences**

Positive participation is essential to have a properly working classroom. For all of us to have a good experience, it is key to follow the expectations that I have established for you:

1. You fix it (warning): This is your opportunity to correct your own mistake.
2. I fix it: If you fail to meet a classroom expectation, you will be docked points from your daily citizenship mark. You will have the opportunity to come either before or after school if you need to make up some of your citizenship marks. A behavioral contract may also be implemented to help you fix your mistake.
3. Your parents fix it: You and I will contact your parents to help correct your mistake.
4. The administration fixes it: One of our administrators will help you correct your mistake.

For adhering to the expectations listed above, there will be several positive consequences. We will discuss these more as a class. Remember, lack of reward does not equal punishment! :)

## **Grades/Curriculum:**

Please check your grades online as often as you can. I do my best to stay on top of submitting assignments into iCampus.

My grading scale is as follows:

|   |
|---|
| A: 90–100%<br>B: 80–89%<br>C: 70–79%<br>I: 0–69%                                  |
| <b><u>Category Weighing:</u></b><br>50% Assignments/Projects<br>50% Participation |

## **Turning in assignments/Homework**

Some assignments will be collected digitally and some will be on paper. There is a turn in bin in the classroom for you to turn in assignments with your class period on it. All late work needs to be turned in a week before the end of each term. Late work will not be accepted after this deadline so as to ensure that I have ample time to enter and finalize grades.

You may occasionally have homework in this class. For the most part, it will be assignments that you didn't finish in class or something to help prepare you for the next day's lesson.

## **Policies and Procedures**

### **Absences/Tardies**

If you are absent or tardy, you are responsible for talking to me at an appropriate time (not while I'm teaching) to receive your missing work. If you have questions regarding our school and district wide attendance policy, please visit [www.nebo.edu](http://www.nebo.edu)

## **Hall Passes**

Hall passes will be given on an as needed basis. Please choose appropriate times to do your business - use your passing period between classes wisely to take care of these needs before you come to class.

## **Food and drink**

Food and drink are not allowed in the classroom as per school policy. Water bottles are okay.

## **Classroom Cleanup**

Before you leave the class each day, I expect you to clean up after yourselves. I may even ask you to help clean the area around your desk, even if you didn't make the mess. This helps maintain a proper learning atmosphere.

## **Supplies for Class**

- Notebook for taking notes.
- Pencils or pens: You will need something to write with every day.
- On occasion, we may request that students bring in random supplies from home such as empty 2-liter bottles or other household items. Bringing these items in will not be required, however, they will be very appreciated. I'll send out an email to let parents know if we need those types of supplies. If the students could bring in extras in case others need them that don't bring them then that would be awesome!
- Colored pencils, scissors, glue, markers: I will provide these when needed, but if you would like, you may bring your own set so as not to share.

## **Media Use**

Video clips: I like to use video clips and other digital media to help enhance my instruction. Chosen media is for relevant educational purposes only and are screened for content. If you have any questions or concerns, please let me know.

Some of the media I will be using includes:

- Disney/Pixar shorts and movies for lesson enhancement
- The Pixar movie Inside Out
- Other G or PG movies that I may see fit

## To-Do

Dear Parents,

I'm excited for this school year to begin and I'm excited to have your child in my class. Please take time with your child to read through this class information so you can be aware of expectations, consequences, and policies in my class. When you have read and discussed these items with your child, please fill out the bottom of this sheet and have them return it to me.

I like to use email as my main means of communication. Please make sure the school has an updated email address for you and check it regularly. I will email positive feedback, citizenship, celebrations, progress reports, concerns, and important info, upcoming events, or reminders as I see fit.

Please feel free to contact me anytime. I will do my best to respond quickly and efficiently.

Thank you,  
Miss Nicole Koyle

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By filling out the bottom portion of this sheet, you are acknowledging that you have read and understand the terms of Miss Koyle's 2021–2022 disclosure document. You are also agreeing to our classroom media use policies in addition to district media use policies. THANK YOU!

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Guardian Name (Print): \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

What period are you in: \_\_\_\_\_

Is there anything else you would like me to know?