September, 2016

Dear Parent/Guardian,

My name is Alyssia Moss and I will be teaching your student Civics this year. Topics will include early American government structures, the restructuring of the United States government, the evolution of the American political system, present day politics, and current events. This course will be rigorous, rewarding, and will help your student grow into becoming a historian and a well-rounded student. Over the course of the year, they will work independently, as well as interdependently, conduct research, write formal essays, prepare and execute speeches, and analyze primary and secondary documents.

**Grading:**

100% - 90% A, 89% - 80%, 79%-70% C, 69%-60% D, 59%-0 E.

Grades are weighted according to the following chart:

Participation (including classwork, homework, being prepared, and on task) - 20%

Classwork - 25%

 Assessments (including summative assessments, such as essays) - 25%

Homework - 10%

There will be rubrics given for essay tests, projects and presentations which reflect the IB/MYP standards. The assessment criteria are:

Criterion A- Knowing and Understanding

Criterion B- Investigating

Criterion C- Communicating

Criterion D- Thinking Critically

There will be no opportunities for extra credit. Furthermore, any assignment turned in late will be deducted 50%, and any projects turned in after two weeks late will receive a zero. It is the student’s responsibility to ask for and complete classwork and homework that was assigned while the student was absent from class.
Student Expectations:
Report to class on time
Come to class prepared with their notebook and a pencil
Complete homework and class assignments
Actively participate
Treat themselves, others, and the room with respect

Behavior:
First: The student will be given a warning.
Second: The student will be asked to move away from the disruption.
Third: The parent or guardian will be notified.
Fourth: The student will be sent to the vice-principal for disciplinary measures. (Only extreme behaviors could result in immediate removal from the class.)

I can be contacted via e-mail at amoss1@pghboe.net to address any concerns or questions that you or your student may have. You may also reach me by calling the school voice mail at (412) 529-2088.

I look forward to getting to know your student and helping them grow as an International Baccalaureate student.

Sincerely,
Ms. Alyssia Moss

Approved: ______________________, Director
Please sign to indicate that you have read the above letter.

Student signature ____________________________ Date ____________

Parent/guardian printed name ____________________________________________

Parent/guardian signature ____________________________________________ Date ____________

Parent/guardian e-mail ____________________________________________

Student’s e-mail ____________________________________________

Phone number(s) Day: ____________________________ Evening: ____________________________