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POLICIES AND PROCEDURES FOR ENGLISH 27

OVERVIEW

This course will integrate the studies of World Literature and World History and the humanities. Students will do advanced work in literature, composition, grammar, research, and reading. The curriculum traces the development of civilizations from early prehistoric people to the present and includes the teaching of geographic concepts.

MATERIALS

You will need your Smith planner every day. The following items are also suggested:

- 3 ring binder with three section dividers for Notes, Handouts, and Returned Papers. (It is acceptable if you have one large binder for all of your classes, as long as you have a designated English section with the three dividers)
- loose leaf paper
- 2 pocket folder with prongs for bell work (stays in classroom)
- pens (blue or black). ****No pencils!****

You may also find these items helpful: highlighter, correction tape, red pen for correcting and editing.

GRADES

Grades are calculated on a point system, with points for each assignment based on the difficulty and the amount of time required for completion. Please be aware that since this course and World History are a block, some assignments will count for credit in both classes.

The grade scale is:	90 - 100% = A = Superior
	80 - 89% = B = Above Average
	70 - 79% = C = Average
	60 - 69% = D = Below Average
	0 - 59% = F = Failure

Percentages from the following categories are used to determine term grades:

Essays / Unit Tests / Projects	35%
Classwork / Homework / Quizzes / Participation	35%
Reading Zone	10%
Bellwork and Notebook	15%
Participation	5%

It is expected that all work submitted will be **Quality Work: completely finished, the best you can do, and on time**. Extra credit is occasionally available, but its purpose is to give your grade a little boost, **not** to save you if you have been goofing off all term.

Semester Grades (the ones recorded on your official transcripts) are calculated as follows:

1st term = 40% 2nd term = 40% Semester Exam = 20%

HOMEWORK

Homework assignments are given for practice and remediation. Homework is due at the beginning of the class period. Late assignments will not be accepted unless accompanied by a **Late Pass**. More information on Late Passes is included on the next page.

MAKE-UP FOR ABSENCES

If you are absent, it is your responsibility to check with the teacher and/or another student, at an appropriate time, for missed assignments, notes, and tests. There is a calendar near the door that lists daily activities, and copies of handouts from previous days are available on the front table. Make-up work should be turned in as soon as possible. District policy allows two days for every day missed. **Such work should be labeled as make-up work, supply an explanation, and be handed directly to the teacher.**

TESTS

Major tests (such as at the end of a unit) will be announced in advance and will consist of multiple choice, short answer, and essay questions. These types of tests are usually worth 100-150 points. Short quizzes (some call them "pop quizzes") over assigned reading material, vocabulary terms, etc. will be true/false, fill-in the blank, or matching, and will usually be worth 10 - 30 pts. If you pay attention in class and complete your assignments, you should be prepared. Bellwork quizzes, a review of skills practiced during the week, will usually be given every Friday.

OFFICE HOURS/TUTOR TIMES

I am usually available in the mornings from 8:45 - 9:00 a.m. and/or after school on Tuesday and Thursday from 3:40 to 4:30 p.m. If you have a question, need help with an assignment, need makeup work or want to discuss your grade, come and see me. **The after school days may change with each quarter depending on my duty assignment. I will announce and post these in the classroom.

EXPECTATIONS FOR STUDENT CONDUCT

◆ **Be respectful in words and deeds.**

Speak politely and kindly. Use appropriate language for the classroom. Listen when others are speaking. Raise your hand to speak and wait to be called upon before doing so. Keep your hands to yourself. Pick up after yourself.

◆ **Participate in the learning process.**

Be on time everyday. Be prepared with your materials and assignments. Make an effort to answer a question that is posed to you. Use class time constructively. Work quietly when asked to do so. At all times avoid interfering with other students' right to learn.

◆ **Maintain the highest level of academic honesty.**

In every course, but particularly in an "Honors" course, students are expected to demonstrate integrity. I understand that grades are very important, but **I absolutely will not tolerate cheating.** I define this as an attempt to gain credit for work that you did not do, or assisting another in his/her attempt to receive such credit. **Any form of academic dishonesty in my class will result in zero credit for the work, an assignment of detention, and parent contact.** Students also face the possibility of removal from the Honors course and a loss of credit.

◆ **Follow all Smith policies.**

This includes rules about dress code, food / drink in the classroom, gum, profanity, electronics, etc. Detentions will be issued for gum, food, or drink in class.

BAD CHOICES = CONSEQUENCES

If your conduct is unacceptable, i.e. it interferes with the learning of others, you should expect one of the following:

- Conference with teacher, and parent contact
- Logical Consequence
- Detention
- Administrative involvement

EVERYTHING YOU NEED TO KNOW
ABOUT DAILY LIFE IN MRS. GLAU'S ENGLISH CLASS

- ENTERING THE ROOM: ** Even though this still looks like Smith Jr. High, you are beginning your first year of high school and are expected to behave accordingly. Arrive in a manner that is respectful and does not disrupt what may already be in progress, such as a teacher/student conference or a parent phone call. Also, you must be in the classroom when the bell rings to avoid being tardy. If you are tardy, you will receive a detention.
- BEING PREPARED: ** Have planner, paper, and pen ready prior to the bell. (Retrieve your Bellwork folder as soon as you walk in.) Write in your planner and then begin bell work immediately. Have homework ready to submit.
- ASKING QUESTIONS or LEAVING YOUR SEAT: ** Raise your hand and wait to be acknowledged. When given permission to move, be quiet and quick. Don't ask to put your bellwork away; drop it in the crate on your way out the door.
- PASS TO THE NURSE: These will be given at my discretion unless a documented medical condition exists.
- PASS TO THE RESTROOM: You will receive ONE pass per quarter to go to the restroom. Unused tickets may be redeemed for extra credit at the end of the term.
- HEADING ON ALL WORK: Your work will not be graded unless the following appears in the upper right corner:

Your full name (first and last) . . . Ima Student
Date you are submitting work . . . 8/12/04
Correct period # of class Per. 12
Title of assignment Word Choice Prg.
- FORMAT FOR WORK SUBMITTED: -Work should be neatly written in a script that does not require employment of a high-powered microscope to decipher.

-You will remove tattered, jagged spiral edges prior to submission. (And don't drop them on the floor, or you will spend "Quality Time" (aka detention) picking them up after school!!)
-Assignments written in red ink or a hard-to-read color of gel pen will be returned for a rewrite.

WRITING ASSIGNMENTS:	Final drafts will always be typed, double-spaced, in a font that is easy to read and at least 12 points. The final should always be stapled on top of the rough draft, edit sheets, etc.
LATE WORK:	You will receive 2 LATE PASSES each quarter. If an assignment cannot be submitted on the day it is due, for whatever reason, you may attach a Late Pass to the work and turn it in on the next school day. ** Late Passes are only valid for one day late, no more! Once the Late Passes have been used, all assignments must be submitted on time or they will not be accepted. Any unused LATE PASSES are redeemable for extra credit at the end of the quarter. **Assignments turned in with a Late Pass will not receive an A. The pass allows you to get credit, rather than a zero, but work must be on time to merit an A.
RETURNED PAPERS:	It is your responsibility to keep all returned assignments, essays, tests, and notes organized and in your binder. You get points for doing this and it is best handled on a day-to-day basis.
GRADES IN PLANNERS: **	I will make every effort to give you a grade in your planner every Friday. In order to receive a stamp, your planner must be completely filled in for the week.
PARTICIPATION POINTS:	You will earn 5 points per day for doing what you are supposed to do. Points will be deducted when you are not participating as expected. The ** next to items on these pages indicate areas where points will be deducted. You will also lose points for not having your planner on Fridays, not having a book to read when you've finished your work, or for interfering with the instructional process (talking, writing or passing notes, not working in class when asked to do so). Be advised that your 2 nd period teacher may have additional expectations in this area.
EXTRA CREDIT:	See me at an appropriate time to discuss possible assignments. It's best to do extra credit early in the term, so you have some insurance in case things get a little hectic toward the end. Any extra credit must be submitted at least 3 days before the end of the term.
TUTORING:	Don't be afraid to come in for extra help. It's what mature high school students do. Please be sure that when you do, you sign in and out on the tutor log.

FANG:	It's back! Please be aware that if you earn a FANG placement, you may be required to <u>serve your time with me</u> before or after school. Let's don't even mention Friday School! Keep your grade above 65%!
REFUSAL TO WORK:	Smith policy is that students who refuse to do their work in class will be removed from class and sent to another classroom. A detention will be assigned during which students will have to make up the lesson that was missed. Participation points will also be lost.
WATER BOTTLES:	Clear plastic bottles that contain water are allowed in class. They should be filled prior to entering the room, should not cause a disruption, and must be disposed of properly.
GROOMING: **	Of course your classmates and I want you to look and smell fantastic, but this should be taken care of prior to class. Any items I see (comb, compacts, lipstick, perfume) will be confiscated.
SUBSTITUTES:	If I know that I will be absent, I will tell you in advance. (You should do the same for me!) In the event of an unplanned absence, I expect every student to behave respectfully toward the substitute and do his/her best to make the class proceed smoothly. Good sub reports will earn rewards; bad reports will incur the wrath!! Grow a halo for the day!
ELECTRONICS:	If you have your cell phone, IPOD, or MP3 player out in plain sight and on, or if I hear it, I will confiscate the item and turn it in to the office for your parent to retrieve.
LEAVING THE ROOM: **	Class is finished when the teacher dismisses you. Do not start packing up until you are given permission to do so. Remain quietly seated until you are dismissed.