

Guidelines for Success in Ms. Martinez's English Class

Materials

To be successful, you must first be *prepared!* Be sure to have the following supplies with you everyday:

- ✓ Smith Planner
- ✓ Section for English in your 3-ring binder
- ✓ 2 pencils, sharpened and ready
- ✓ Pens (blue or black and red or green for editing)
- ✓ Lined notebook paper

Content

You will experience learning in many exciting ways this year! We will explore the elements of language arts including various forms of literature as well as oral and written expression. Assignments are in weighted categories as follows:

*25% Essays/Exams/Projects

*75% Content (includes participation, daily assignments and activities, Spelling, Bell Work, Book Adventure, etc.)

**Quality work is expected at all times: completely finished, the best you can do, on time!*

Homework

Spelling homework will be sent home on Monday and is due on Friday. You are expected to read at home for 25 minutes each day. Otherwise, the amount of homework you have will depend on the unit that we are studying and/or the way you spend your time in class working on it. Your assignment will reinforce the learning that you do in class and may include finishing something that you started in class and were unable to finish.

Grading Scale

Grades are based on the total points earned. Please be aware that if your overall grade falls to a 65% or below, you will be referred to FANG. Grades will be written in planners every Friday.

90 – 100%	= A
80 – 89%	= B
70 – 79%	= C
60 – 69%	= D
59% - ↓	= F

Late Work

Assignments are expected to be complete and turned in *on time!* Late work must be turned in the very next day and will automatically be given half credit. It is important to still complete all assignments and turn them in

because they serve as building blocks for future assignments in this class as well in the years to come in your academic career.

Make-up work

It is your responsibility to *turn in* work that was DUE in your absence, *and* to obtain all assignments and new due dates (this includes Bell Work). **You will also need to make an appointment with me to discuss the work and concepts you missed.** If a textbook is required, you may check one out from the Bookstore; please do not take a textbook from under your desk. This procedure is posted in the front of our classroom.

Unexcused Absences

You will receive a *zero* for all work missed due to an unexcused absence, such as ditching. It is imperative for parents to contact the office in the event of an excused absence in a timely fashion.

Extra Credit

Extra credit is used to supplement an already well-earned grade, not to make up for missing assignments. Therefore, the only extra credit available is offered sporadically and sparingly throughout the year in areas such as Spelling and good behavior for a substitute.

Class Guidelines / Rules

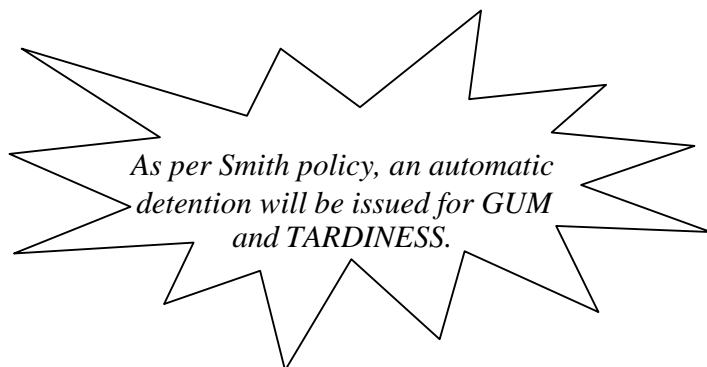
- ✓ Respect yourself, others, and all property
- ✓ Be on time (in your seat *working* before the bell finishes ringing)
- ✓ Be prepared for class (materials and a ☺)
- ✓ Participate!
- ✓ Follow ALL Smith rules

**If I see or hear a cell phone, it will be confiscated and must be picked up by a parent from the office.

Consequences

Consequences include:

- *Warning / Teacher Conference
- *Logical Consequence
- *Parent Contact
- *Student Respect Form
- *Detention
- *Administrative Involvement



Expectations

I will do my very best to teach you the material in the most proficient way possible in order to help you reach success in my classroom (which you will!). In return, I expect you to participate actively and do your very best!

Procedures

When you enter our classroom . . .

- *Have all materials **ready** and be **in your seat** *working* when the bell finishes ringing
- *Write daily information in your Smith Planner
- *Begin Bell Work
- *Have a book to read if you finish early

During Class . . .

- *Raise your hand and receive permission to speak unless directed otherwise
- *Follow all directions the first time
- *Participate in and heed the attention getter (stop, look, listen, *do*)

At the end of class . . .

- *Clean up your area (return supplies, check floor trash)
- *Remain in your seat until I dismiss you

Essays

Final copy of essays must be in either blue or black ink—you may not type/word process your essay. Your final copy should be written on one side of the paper only, using margins. You will receive a hand out explaining this more specifically.

Tutoring/Extra Help

I am available for tutoring and extra help during the week both before and after school on specified days. My schedule is posted in the classroom as well as on my door. Please make arrangements with me beforehand.

Contacting Me

My school email address is slellis@mpsaz.org and is the best way to contact me. The classroom phone number is (480) 472-9977, please leave a detailed message. You can expect a response within 24 hours.

******please sign, detach, and return******

Signatures indicate that both the student and parent have read and understand the *Guidelines for Success in Ms. Martinez’s English Class*. Please detach this portion and return by Tuesday, August 12th for an assignment grade.

PRINT Student Name

Student Signature

Parent Signature

Date

Please feel free to donate a box of Kleenex to our classroom!