

English: Class Syllabus

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Course Objectives

- * Students will improve language skills through the continued study of grammar, usage, mechanics, and vocabulary.
- * Students will read extensively in multiple genres from world literature such as selected stories, dramas, novels, and poetry
- * Students will learn literary forms and terms associated with literature selections read.
- * Students will plan, draft, and complete written compositions on a regular basis.

English Language Arts assessments are a combination of reading, writing papers and presentations. Students are required to answer multiple-choice and short answer questions based on published reading selections and a visual representation, write a composition on a specific topic, and answer multiple-choice revising and editing questions based on passages that resemble student writing. Students are permitted to use both a dictionary and a thesaurus on the reading and composition sections of the test, but not on the revising and editing section.

Grading

60%	Major Grades	Tests, Papers, Vocabulary Packets, Notebooks, and Projects
30%	Minor Grades	Assignments, Homework, Vocabulary Quizzes, Participation, Bellringers, Journals, Quizzes, Minor Papers
10%		AR Reading Points

Late assignments will be accepted with extenuating circumstances only. What a student earns in this class is what they make. Every time a student enters the classroom, their grade will change depending on assignments or participation grades. Occasionally, I give extra credit points on assignment and/or tests. When evaluating a failing grade for the 6 weeks, I refer to the student's attendance as a deciding factor.

Students are only allowed to use cell phones while in class for educational purposes. Cell phones must be kept out of sight.

This class is will be a collaborative effort involving the teacher (me), the student (you), administrator (principal), and parents or guardians (mom, dad, grandma, grandpa, sister, brother, uncle, etc.) to create a dynamic learning environment where everyone feels comfortable and safe so that intensive learning can take place.

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Grading Scale

A	90-100
B	80-89
C	70-79
F	69-below

Classroom Rules

1. When bell rings, be in your seat, ready to work.
2. Bring all needed materials to class. (Notebook, Journal, paper, writing utensil, etc.)
3. Keep hands, feet, and objects to yourself.
4. Respect yourself, others, and property.
5. Speak at appropriate times using appropriate language and voices.
6. Follow all school rules.

Consequences

First Offense: Verbal Warning

2nd Offense: Teacher/Student Conference

3rd Offense: Phone call to parent/guardian

4th Offense: Referral to office

** Extreme cases of disrupt and/or disrespect are subject to AUTOMATIC referral to office.

These rules and the consequences of not following these rules will result in the appropriate action – refer to Student Handbook.

Supply List

1 – 1-2” 3 Ringed Notebook

1 Spiral Notebook – College Ruled

College Ruled Notebook paper

1 Package of Dividers – 5 (Label as follows: Grammar, Literature, Vocabulary, AR, Other)

Pen/Pencil

Books: Grammar Textbooks, Literature Textbooks, workbooks, dictionaries, and novels are provided in class. Students are responsible for textbooks and any other materials issued to them by the English Department.

Accelerated Reader (AR): Each high school student in grades 9-12 who is enrolled in English I, II, III, and IV will be required to participate in the AR program. AR is a program that helps teachers manage and monitor students’ independent reading practice. Each student chooses a book from the school library or may bring a book from home or the public library to read. When finished, the student will take a short quiz on the computer in the classroom. Passing the quiz is an indication that the student understood or comprehended what he/she read. Each high school student in grades 9-12 will be required to gain 10 AR points per 6 weeks period. The 10 points will be 10% of his/her overall 6 week’s grade. Obtaining 10 points per six weeks period will vary by individual or by classroom reading. A minimum of AR points may be assigned for individual reading. Students should always have a book in their possession to read during free time and AR reading will be considered homework.

Library: You are required to have a library book with you so that you may read if time permits when we are finished with the daily lesson for AR. We may occasionally have a “Reading Workshop” where you will be allowed to read on your own for a class period. Once every two weeks, we will take a 5-10 minute trip to the library so that you may check out and return books. Class trips to the library

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will be utilized for Reading Workshop and research papers. On the way there, you are to conduct yourself in an orderly manner. While there, you will be required to follow the library rules.

Calendars: Calendars may be provided to each student for every six week period to use as planners to record assignment due dates and test dates. These calendars are for assignment recordings only.

Notebook: Notes taken in class, handouts given by teacher, and graded assignments and tests will need to be **kept** by the student in chronological order. There will be notebook grades taken every six weeks that will count as a test grade. Students need to maintain a neat and organized notebook. All materials will be used for review when taking six weeks' test and semester exams and may be used for open book/notebook tests when permitted. I will let you know when you are able to discard materials.

Vocabulary Packets: You will complete a variety of vocabulary lessons over the course of the year. You will receive a major grade for the packet and a minor grade for the test.

Journals: Your spiral notebook will be used for your Journal. Journals are to be brought to class everyday. Your journal will be used for my class only. You will need your name on your journal. You will respond to a given topic or warm-up each day. The DATE and the TOPIC should be written on the top of the page. If you are absent, leave enough space to respond to the missed topic(s). Your journals will be graded. I may choose random entries when grading. I grade on format and content, not spelling and grammar – although that should improve over the course of the year. If for any reason you do not have your journal with you, you will be required to write on loose-leaf paper in class and rewrite your entry in your journal on your own time.

Homework: I rarely assign homework. However, when homework is issued, students are responsible for ensuring that homework is completed and turned in at the beginning of the following class meeting (unless you are allowed extra time in class). The majority of your homework assignments will be reading. Make sure you not only read the assignment, but that you fully comprehend and study the material to ensure success on quizzes. Reading the material thoroughly before class will also assist in class discussion. For AR, students' homework will consist of reading.

Computer Center: The Computer Center (or Student Center) is designed for your personal use. There is a pencil sharpener, stapler, hole punch, and Kleenex for you to use. I would prefer that you use a pencil for your assignments. Please have pencils sharpened before class. I will provide scissors and tape if you ask me. There are designated class trays for you to place your assignments in face down. There is also a trash can located next to the table – make sure all trash makes it into the basket (there will be no “basketball shots” from across the room).

Backpacks: Please leave these items in your locker to help keep the floor clear of clutter in case of emergency situations. However, if you must bring these items, place them under your desk or up against a wall for safety reasons.

Entering the Classroom: As a teacher, I am assigned the duty to stand at my door to monitor the hallway. This duty is *not* assigned to students. Therefore:

1. Make sure all stops to restrooms and lockers are complete before entering.
2. Make sure you have brought all needed materials to class with you.
3. Walk into the classroom with a positive, ready-to-learn attitude and begin bellwork.

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4. If you have a backpack, place it under your desk or against a wall. Hang your coat/jacket on the back of your seat.
5. Leave desks the way they are arranged. I allow adequate space between desks to give each person his/her own space; do not scoot desktops to the back of the seat in front of you.
6. Make sure your pencil is sharpened.
7. You will need to be in your seat when the bell rings.
8. Check the white board or the projector screen for Bellwork and daily assignments. A “Bellwork” assignment will start off the day’s work. Ex: Journal Entries, Assignments on the overhead projector, Grammar Worksheets, etc. Once your assignment is located, you should begin.

If you are Tardy: (Refer to STUDENT HANDBOOK)

1. Enter the room quietly – we know you are late, you do not need to announce it.
2. After finding your seat, please wait for me to speak with you to find out what we are working on. Please do not interrupt me or others around you.

During Class:

1. When I am ready for your attention, I will call on the class to inform that instruction shall begin.
2. Raise your hand for permission to speak. Do not disturb others while waiting for me to acknowledge you.
3. Make sure you are listening not only to me, but to your classmates as well. Your classmates may think of other ideas that will assist in your learning process.

Leaving Your Seat During Class:

1. Ask permission to leave your seat during class unless you are turning in an assignment.
2. Only with permission may you use the Hall Pass. If you do not have a Hall Pass, then others will know that you did not have permission to leave the classroom and disciplinary action will take place. You are to report to your destination in a quick and quiet manner or you will lose Hall Pass privileges. Use the downstairs restrooms.
3. If it is an emergency and you feel that you are about to be sick, leave the room immediately.

Turning in Assignments: Your papers should have the following information on each page in the **upper right hand corner:**

Your first and last name
Period
Due Date

Centered: Title of Assignment

When turning in assignments, please follow these procedures:

1. **Daily Work/Homework/Papers:**
These must be placed neatly in the class tray located in the Student Center. When you return to your seat, you may work on something else quietly. If you do not finish your daily work, it is automatically homework unless otherwise stated.
2. **Tests:**
Once you complete a test, you need to turn it over face down and I will pick up the tests unless other instruction is given. Once your test has been picked up, you may read

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silently until all tests are complete and I have picked them up. No talking to other students during test time! In addition, you will not be allowed to leave during a test, whether or not you are finished testing.

Plagiarism/Cheating/Copying: Plagiarism/Cheating/Copying/ChatGPT is unethical and will not be tolerated in any form. It is the unacknowledged use of someone else's research or written work and will result in a zero for the grade. Any student caught cheating in or outside of class on any assignments or tests will receive a zero and will not be allowed to make up the grade. Additionally, any student who allows someone to cheat by supplying answers or information will also receive a zero. Regardless of a student's role in the cheating offense, parent contact will be made. Students who continue to cheat will be referred to the office.

It's easier to learn than to cheat in my class.

Announcements: All talking will stop as soon as you hear the intercom.

An Emergency Alert:

1. We will line up one row at a time to create a single line in order to leave the classroom immediately.
2. You are to refrain from talking during this time.

When Someone Knocks or Enters/Visits the Classroom:

1. From time to time, we will have visitors in our room. You will be on your best behavior and will show respect to that person. Please wait for that person to leave before you ask any questions.
2. Refrain from talking.

End of Class Routine:

1. When notice is given, stop what you are working on and follow procedures for turning in work (if work is to be turned in that day.)
2. Write down on your calendars what work was accomplished for the class period. (Ex: "Took class notes about..." or "Worked on and handed in assignment _____ ...") In addition, record any homework due for the next class period.
3. Place papers neatly in notebook and pack up your belongings in an organized fashion. I am not responsible for items left behind in my classroom. Anything that looks suspicious will be turned into the office.
4. Make sure all trash is in trashcan, papers are neat in class tray, and desks are arranged in an orderly fashion.
5. Wait for my signal before leaving classroom – teacher dismisses class, not bell.
6. Please do not leave the classroom if you have any concerns or questions about an assignment. No question is a stupid question! If you need any assistance with understanding a topic or assignment, or even if it involves another student, extracurricular activity, or subject, I would be happy to help you in any way I can – that is what I am here for!

Absence Policy: If you are absent, know that you have missed a lesson. Upon your return, please see me before or after school to get instructions on missed assignments. Only with an excused absence will students be allowed to receive full points on assignments missed. It is the student's responsibility to pick up his/her make up work and to turn it in on time. Students who are absent from school

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because of extracurricular activities (school absences) are required to hand in work *before* they leave unless arrangements have been made with the teacher. In this case, it is the responsibility of the student to notify the teacher of his/her upcoming school absence(s). If a student is absent, a parent/guardian may request to pick up make up work through the office. If you are not able to come in before school, when you enter class, remind me of your absence(s). I will work with you to assist you in getting caught up in class as long as you are showing equal effort. (I realize you have other classes to catch up in as well.) When you turn in your make up work, write "MAKE-UP WORK" on the assignment(s). Please refer to "Make-up Work from Absences" as outlined in the Student Handbook (page A-5).

Turning in Assignments when teacher is not in room: Anytime you want to turn in an assignment and I am not in my classroom, you may slide your assignment under my locked door.

Teacher's Belongings: Due to school and personal property and **confidentiality**, no student is allowed behind my desk. Assistance with your work can be made at student's desk. I will be respectful of your desk area and belongings as I expect you to be respectful of mine and other's property.

Phone Number: In the event that you have a question about something that pertains to my class, I DO NOT expect:

1. a phone call to my home number.
2. a phone call/text message to my cell phone.

The phone number I have listed is for the school and the extension I have listed is for my classroom. I do not give out my home number or cell number for parent/student contact during weekends or holidays.

Substitutes: In the event that I am not at school for any reason, a substitute teacher will take my place. I expect the class to be helpful and courteous to our guest and show him/her respect. I will leave information for the substitute to follow and will expect the class to assist the substitute in demonstrating the appropriate class procedures.

Classroom Order: In order to maintain a safe and effective learning environment, students will be expected to keep the classroom neat and organized.

I LOOK FORWARD TO HAVING A GREAT YEAR BY HAVING YOU IN MY CLASS!