Course Policies and Procedures: An Essential Guide to Success!!!
English III (Honors & Regular)

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“Even if you are on the right track, you will get run over if you just sit there.” Will Rogers


Course Objectives: English III consists of exploring the American Dream, what it means to Americans and others, how it is developed, how it is achieved, examining how others have achieved it, and developing one’s own. This course engages students in higher-order thinking skills and provides practice of close analysis of text incorporating Pre-AP and AP reading and critical thinking strategies. There will be several opportunities to participate in group and individual presentation, Socratic discussion, writing and vocabulary enhancement, and research that reflect the standard of the college bound student. Students will be called upon frequently to utilize the skills they have mastered by completing one or two Performance Tasks and Literacy Tests. These assessments have been designed to allow students to showcase their growth academically, socially, and mentally.

Materials needed:

1. Highlighters of assorted colors
2. BLUE or BLACK ink pens only – NO PENCILS will be used in this class.
3. Paper – it will be used, purchase it!

BASIC DAILY EXPECTATIONS:

1. Follow directions the first time they are given.
2. Dispose of all food and drink in the trash can OUTSIDE of the building.
3. At all times, use proper manners and respect toward your teacher, your peers, and yourself.
4. Respect the classroom. Maintain cleanliness. Throw items in the trash and write only on your assignments. Return all items to their proper place.
**DAILY ROUTINE:** Upon entering, prepare for class. Put your phones/electronic devices away. Go to your assigned seat. Turn in any assignments that are due to the appropriate basket. When the bell rings, be ready to give me your undivided attention. **Take care of your water/restroom needs between classes.** Remain in your seats until the final bell rings. **NO GATHERING** around the door.

**RESTROOM:** Students will be issued THREE restroom passes per nine weeks. Use them sparingly and with good judgment. 10/10 rule is followed, no exceptions. **Please do not ask me in between the bells or make reservations before class.** Ex: “After the 10/10, may I be first to go to the bathroom?”

**CELL PHONES:** Upon entering class, turn your cell phone OFF and PUT IT AWAY. You may not answer or return calls during class. Some phones even on vibrate, make an excessively loud noise. Your phone should NOT randomly go off during class. If continued use of a cell phone disrupts class, school and county policies will be implemented. **Time prior to the start of class should be spent preparing for class.** When you enter class, remove the ear plugs from your ears and put them away. Do not play games or text under your desk, behind your backpack (All backpacks must be removed from the desktop) or books. School and county consequences will be implemented.

**BYOT:** This is a “Bring Your Own Technology” classroom. Students shall have access to this technology ONLY when instructed by the teacher. It is for academic purposes and intended to engage students in learning environments through the internet, not to check your email, Facebook, or text.

**PREPARATION:** ALL materials MUST be brought to class every day. No passes will be issued to your locker, previous class, gym, friend’s class, truck, etc. to retrieve your materials. Assignments MUST be turned in in a timely manner. I will not accept assignments after they have been graded, reviewed in class, or returned. **If you were absent on the day that an assignment was due, it is DUE the first day that you return to class.**

**ASSIGMENTS:** Assignments are categorized as Diagnostic 0%; Formative 40%; Summative 60%. A teacher may override the final grade of the grading period if a student’s overall performance warrants it. A minimum proficiency level criterion for assessments is 70%. Each nine-week grading period students shall have the opportunity to retake one summative assessment. When a student’s score on a retake is less than the original score, the higher score will be used. The scores cannot be averaged.

**INTERVENTION:** When a student demonstrates a lack of proficiency on an assignment, the student must initiate the intervention process with the teacher. The student should analyze their weakness and think about why they haven’t been successful. Then, a plan must be developed that the student is fully committed to implementing to achieve mastery. I am available by appt during lunch Mon-Fri.
→ **TARDIES**: The school’s tardy policy is vehemently enforced. DO NOT run (gallop or skip) down the hall towards the door. There is plenty of time for you to walk normally and make it to class promptly. If you find that you are last minute entering, I expect you to quietly GO directly to your seat and immediately begin preparing for class by giving me your undivided attention. If you enter AFTER the bell has rung, STOP quietly and SIGN the tardy sheet on the front table. Then quietly go to your seat. Your tardiness should not interrupt class. If you have a pass from guidance, dean’s office, clinic, etc. hand it to me and have a seat.

→ **GRADES**: All assignments are based on 100-point scale. ALL work counts and must be done. Please do not attempt to pick and choose what is “important.” If you are asked to do it, do it. Don’t ask first if it will be graded or if the assignment is summative, formative, or diagnostic. Utilize Focus regularly so that both you and your parents are aware of your grades.

→ **ABSENCES/Canvas**: Students may access the calendar via Student Portal through Canvas to find out about assignments that were completed during an absence. It is the student’s responsibility to find out what was missed using this method. Absence work is not discussed during class time. If you need a handout, ASK for (BY SPECIFIC NAME). Please don’t say, ”I need the stuff I missed.” I expect assignments be turned in in a timely manner (on the DUE date), one day per day that you are absent. I will decide if more time is needed via individual basis.

→ **NOTEBOOK/BINDER**: Reserve a section in your binder for all English handouts and completed assignments. Keep your notebook neat, organized, and complete. Those who succeed, pay attention to details.
**ABBREVIATIONS YOU MUST LEARN:** Below you will find abbreviations that will be used frequently in this class. The sooner you learn them, the easier it will be.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CTI</td>
<td>complete and turn in</td>
</tr>
<tr>
<td>M-M</td>
<td>margin to margin</td>
</tr>
<tr>
<td>KIN</td>
<td>keep in notebook</td>
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<tr>
<td>FSO</td>
<td>front side only</td>
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<tr>
<td>BMS</td>
<td>be more specific</td>
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<tr>
<td>HW</td>
<td>homework</td>
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<tr>
<td>ANT</td>
<td>antonym</td>
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<tr>
<td>SYN</td>
<td>synonym</td>
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<tr>
<td>VOC</td>
<td>vocabulary</td>
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**Guidelines for completing ALL assignments:** Any assignment that does not follow these guidelines will not be graded.

- Put your FIRST and LAST name on all assignments
- **BLUE** or **BLACK** ink only – assignments in pencil WILL NOT be graded
- Skip lines on **ALL** work – notebook paper
- **FRONT SIDE ONLY** – notebook paper
- Margin to margin only – notebook paper
- Leave the last **TWO** whole lines blank – notebook paper
- Typed assignments MUST be double spaced
- Typed assignments MUST be no smaller than 12

**BEHAVIORAL TIPS:** (Violation of any of these may cause the student to receive a 2 or 3 in conduct. Students may jeopardize eligibility for clubs, sports, and honor roll with inappropriate classroom behavior.)

- √ **DO NOT RUN** towards the door at the last minute.
- √ **No horseplay** in the doorway.
- √ **Use appropriate language** and voice level in and around the class.
- √ **Respond appropriately** by ending any misbehavior being addressed by the teacher.
- √ **NO open drinks or food** in class, before, during, or after!!
- √ **Sleep at home, not in class!!**
- √ Academic Integrity must be observed - Don’t cheat on your assignments – If caught cheating, you will receive a ZERO and your parents will be notified.
- √ At all times, **REMAIN** in your seat (or with your group) at all times, NO aimless wandering around the class
- √ At all times, keep your hands and feet to yourself.
- √ **DO NOT blurt out random comments** during class. Raise your hand and wait for permission before speaking.
- √ Don’t skip class!! Class goes on without you.