English 1 - Mrs. Harbaugh  
DeLand High School 2019-2020  
Course Syllabus  

Building 8 - Room 200  
tvharbau@volusia.k12.fl.us

Student Learning Outcomes
At completion of the course, students will submit a portfolio showing mastery of the following Language Arts Florida Standards:

1. Reading Literary Texts (comprehension, close reading, literary analysis)
2. Reading Informational Texts (nonfiction analysis, expository writing, infographic evaluation)
3. Writing (narrative, poetry, expository, argument, daily quick writes, journal, research techniques)
4. Language (proper grammar and new vocabulary through bell-ringers)
5. Speaking & Listening (class discussions, Socratic seminars, digital projects, blog)

Required Materials
- 2 Composition Notebooks (One per semester)
- 200 sheets of paper, college-rule
- Highlighters, Colored Pencils, Pens and pencils for the year

Textbook
*Florida Collections, 9.* Houghton, Mifflin, Harcourt. Textbooks will be checked out through the media center.

English 1 Technology Component
Some essays and assignments will require computer and internet use. Classroom computers are available before and after school, as are the Media Center computers. In addition, there will be at least three assignments every quarter through Canvas, our school’s online learning network. Also, all class handouts, additional texts, and audiobooks will be placed on canvas for students/parents to access as needed. Finally, a full version of the class textbook, *Collections*, is available online (through computer, tablet or smartphone). Students can access all materials, tutorials, practice exercises and videos. Access codes will be given within the first two weeks of school. Students will use laptops and technology in the classroom throughout the year. No student is allowed to use this technology without a signed Electronic Use Form on file. See your student handbook. Anyone caught misusing this technology or acting inappropriately will lose all privileges for the school year.

Academic Support
Mrs. Harbaugh is available for help and tutoring every day before school at 8:05am and until 4:00pm after school every day. Feel free to stop in for help anytime you need it. No appointment necessary. Parents are encouraged to send concerns and correspondence to the email address above or to schedule a conference through Guidance.

Academic Dishonesty
All forms of academic dishonesty are prohibited (See student handbook). Academic dishonesty includes, but is not limited to, plagiarism, cheating, copying another student, forgery, alteration of documents, misconduct during a testing situation, and reusing an essay or work from a previous class. *Any dishonesty will result in a failing grade for the assessment in question as well as discipline consequences through the dean’s office. Zero tolerance.*

Course Work
The course is divided into 4 thematic units, each approximately 9 weeks long. Each unit will end with a major unit exam, as well as a vocabulary and grammar test. Each unit includes daily reading and writing, vocabulary, grammar, lecture and note taking, student presentations, research, and discussions. Finally, some longer reading for this course will be *student chosen*. See the Independent Reading handout.
Quarter 1: Writing Focus: **Arguments**  Project: **Speaking Activity: Debate**
Students will explore interpersonal connections through research based writing, practicing summary, synthesis, and citation. Reading will primarily be informational and student chosen. The students will develop a multimedia presentation that explores the bonds that people form.

Quarter 2: Writing Focus: **VLT 1** Project: **Multimedia Presentation**
Students will analyze the selections in the collections to synthesize ideas to support their analysis as they develop an argumentative essay about whether freedom should be given or must be demanded.

Quarter 3: Writing Focus: **VLT 2**  Novel Study:  **To Kill a Mockingbird**
Students will write an analytical essay exploring an aspect of love based upon the readings from the text which includes “The Tradition of Romeo and Juliet” by William Shakespeare.

Quarter 4: Writing Focus: **Analysis**  Project: **Analysis Essay**
Students will write a survival narrative based on personal experience or a literary selection from this collection.

**Assessments**
There are three types of assessments: Diagnostic (for no points—meant to determine what you know before learning begins), Formative (practice exercises while learning) and Summative (a way of evaluating what you’ve learned at the end). Following District guidelines, all formative assessments (homework, class-work, quizzes, exercises) will count as 40% of your final grade; summative assessments (major essays, projects, unit exams) will count as 60% of your final grade. You will be allowed the opportunity to retake each Unit Exam one time if you are not satisfied with your original grade. Additional learning will be assigned by Mrs. Harbaugh as a ticket to retake the exam. All retakes must be completed within two weeks of the original test date.

**Late Work and Absences**
All assigned work is collected at the start of the class on the due date given. While there will be clear deadlines for formative assessments, there is no penalty for turning in homework late. Since formative assessments are meant to prepare for the summative test, no late assignments will be accepted after the unit exam. All incomplete work will be recorded as 0%. No exceptions. However, in order to encourage and celebrate student accountability and excellence, students will be awarded bonus points on the unit exam for each assignment turned in on the due date.

If you have an excused absence from class, you will have one day to turn in work for each day out. It is the student’s responsibility to request make-up work. If you know you will be out for a while, email Mrs. Harbaugh for a copy of all coursework so that you don’t fall behind.

**Grading**
Students and parents should check Gradebook weekly to verify course grades. Please email Mrs. Harbaugh with any questions or concerns. Below is the county grading scale (in %) for quarter and semester grades. Please note that the teacher has the authority, per district guidelines, to override a student’s final grade if course standards have not been met.

A—90-100  B—80-89   C—70-79   D—60-69   F—0-59

*The final grade of a student can be over-ridden by myself, as the instructor, based on individual student’s performance.*

**Communication**
Students and parents can communicate with Mrs. Harbaugh through email, through edmodo, and through the “Remind 101” texting service. Please see the attached handout for use.

**Classroom Environment**
I expect our room to be a place of respect, friendliness, and productive learning. Seats will be assigned, as needed, to help facilitate this environment.
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Fill out this form with a parent/guardian. Return to Mrs. Harbaugh by Monday, August 26, 2019

Student Name _________________________________________________________________

Parent/Guardian Name__________________________________________________________

Parent/Guardian Email _________________________________________________________

Parent/Guardian Phone _________________________________________________________

Student: Have you signed up for the Remind service? ______yes ______no

Parent/Guardian: Have you signed up for the Remind service? ______yes ______no

Please read the following statement and sign below:
I have read and gone over the course syllabus for English 1 with my parent/student. We understand and will be held to the rules, expectations, and policies for this course. All contact information is up to date and accurate. We are ready for a good school year, and we know how to contact Mrs. Harbaugh for assistance and concerns.

Parent/Guardian Signature_______________________________________ Date__________

Student Signature_______________________________________________ Date__________

Parent/Guardian: Please write any questions, comments, concerns below. I look forward to speaking with you throughout the year and meeting you at Open House on August 28th.
Yearbook is more than a class. We run a business. Our product is expected to be an award-winning full-color publication for which people will pay for and treasure. Take pride in being on the yearbook staff, and in every bit of hard work you put into this book.

**Job Requirements**

Students on the yearbook staff maintain several types of responsibilities such as writing, photography, spread design, copyediting, marketing, sales and digital production. You will be assigned spreads on which you will digitally embed words and images. It is recommended that all staff members make an effort to learn as many different skills as possible. This can come in handy at deadline time and next year.

**Ad Sales**

Advertising subsidizes the cost of production, so ad sales are required for this course. Each staff member is required to sell one complete page in business ads by October 1, 2019.

**After-school/weekend work hours**

Within the time constraints we face, it is difficult during the regular school day to get the book done. Therefore, as we near deadlines, you will be required to work after-school hours and on Saturdays. A calendar with scheduled work days will be provided to the students.

**Photo Assignments**

Each student will be required to complete photo assignments for each assigned spread. Students will take a minimum of 100 pictures for the spread. Some assignments will require you to be off campus after hours. Other photo assignments will include taking photographs for mods, people pages and student profiles.

**Classroom Policies**

- Be on time. It is the considerate thing to do!
- Be respectful when interacting with staff, students, faculty, and administrators. The same goes when you are off campus. You represent DeLand High School.
- Comply with all rules in the student handbook.

Remember: Serving on the yearbook staff is a privilege. If any of the above expectations are not met, you will receive a verbal warning followed by a parent phone call. Depending on the severity of the offense, you may receive a referral.

**Operating Procedures**

- A flash drive is required for this class. Store all of your work on your flash drive. It is up to you to protect yourself against losing work.
- You will also need to purchase an SD card to use when taking pictures.
- Clean/straighten your work area before leaving. Put your papers in your folder and your folder in the file cabinet.
- Do not use yearbook as an excuse to get out of other classes. You may
stay after school to complete assignments if necessary.

- The computers are designated for school-related assignments only. The DeLand High School computer usage contract must be followed. Violations can mean a referral. Repeated violations can mean dismissal from the staff.
- Do not remove yearbook materials from the room unless you clear it with the adviser.
- Always return disks to the disk box.

**Procedures for leaving the room**
Whenever you leave the classroom during class time, you are required to sign out, giving time and exact destination. Be sure to take your yearbook pass with you. You are required to sign in when you return. Leave the room one person at a time, unless it is OK’d by your adviser. You should only leave the room during class time to conduct yearbook interviews or use the bathroom. Do not roam the campus. If you cannot abide by these rules, then your yearbook pass will be revoked.

**Yearbook Passes**
You will need to see Mr. Goldy in Student Services to get your yearbook pass. If you lose your yearbook pass, you will have to pay for the replacement. Yearbook passes should be worn when photographing events and conducting interviews.

**Absences/Deadlines**
Production journalism revolves around making the deadline. Missing deadlines costs us money and delays book delivery. Remember that deadlines do not get sick or miss school when you do. They are here whether you are or not. You will be made aware of deadlines months in advance. **If you are going to be out of school on a deadline day, you are responsible for getting materials to the appropriate editor or me before the deadline.** Spreads will receive two grades; one for the spread itself and one for meeting the spread deadline. Each grade is worth 100 points. A parent conference will be set up if a deadline is missed.

*Remember: Serving on the yearbook staff is a privilege. If expectations are not met, you will receive a verbal warning followed by a parent phone call. Depending on the severity of the offense, you may receive a referral.*

**Grading Policies**
Your grade will be based on the following areas each nine weeks:

- **Ad Summative:** Ad sales are required and graded.
- **Spread Evaluation (summative):** Each spread has extensive evaluation sheets. A percentage score for each spread is factored into your overall grade. You will be graded on the proofed spread. It should be flawless since it’s going back to production to be printed. You will lose points for failing to run spell-check, and for every mistake your adviser finds. These include, but are not limited to, mistaken identification, misspelled names, incorrect font size and incorrect folio copy.
**Deadline Grade (summative):** The deadline grade is 0 or 100 depending on whether the deadline is met.

**Assignments (formative):** Assignments include writing assignments, interviews, quote and information gathering, photo assignments, layout, design, InDesign, ad sales records, marketing, graphics, typeface and many others.

**Projects (summative):** Design projects and writing projects will occur throughout the year.

**Editorial Responsibility**
Editors, section editors and managers will be evaluated based on their ability to communicate information, handle situations and proofread.

**Cameras**
1) You are required to purchase an SD memory card to take photos.
2) We have two cameras available for checkout. You may reserve one and check it out or use your own camera. The checkout is for one evening at a time. You will sign each piece of equipment out with your adviser. You are responsible for the equipment until it has been checked in by the adviser.
3) As soon as you return to the classroom from a photo shoot, save your photos to the shared server in the student photos file. Do not store photos on the Mac desktop because too many photos slow down the computers. Be sure to remove your memory card from the camera. Save the photos on your SD card as a backup copy.

**Advertising Policy**
The yearbook staff has the right to refuse an advertisement. We will not publish ads promoting tobacco, alcohol or other illegal substances. In addition, we will consider the appropriateness of the business for high school students before accepting payment. Refer questionable potential clients to your adviser.
Yearbook Staff Agreement Form

**Student**

I understand that being a member of the yearbook staff means that I am part of a cohesive team responsible for producing a high-quality publication. I affirm that I have read the course syllabus, guideline and policies and procedures. I understand what is expected from me in this course. I understand and agree to the terms for successful completion of this course as outlined above. I also agree to follow the rules of conduct for DeLand High School and abide by all classroom guidelines, procedures and class participation policies set forth by my adviser.

______________________________
Student Name (printed)  
Date

______________________________
Student Signature  
Date

**Parent/Guardian**

Please sign this form to indicate that you understand and agree with the course syllabus and policies and procedures. Instruct your son/daughter to return this completed and signed form to me for my records no later than Friday, August 30, 2019.

You may reach me by phone at 386-822-6909 ext. 23380, or email at tvharbau@volusia.k12.fl.us

Parent email: ______________________________________________________________________

Parent phone number: ________________

Parent Signature: ___________________________

Parent/Guardian

Parent email: ______________________________________________________________________

Parent phone number: ________________

Parent Signature: ___________________________