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 are encouraged to challenge themselves to 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. Sanitize your hands. Turn off all music. Go to your assigned seat. Put your phones/electronic devices away. Log in to your computer (if it is needed). Turn in any assignments that are due to the appropriate basket at the beginning of class. 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 STORE IT OUT OF SIGHT for the duration of class. Phone storage is available at the front of the room for phones that are consistently not put away. You may not answer or return calls during class. 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.

→ **BYOT:** Please bring your charged computer to class daily. 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.**

→ **ASSIGNMENTS:** 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, not all summatives may fall into this category. 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. Students will not be given all the work for the nine-weeks at the end of the nine-weeks.

→ **INTERVENTION:** I am available for intervention Tues/Thurs during lunch or after school by appt only. You must sign up ahead of time. Appointments will only be rescheduled once! The student must initiate the intervention process with the teacher. The student should analyze their weakness, and honestly assess why success has not occurred. Then, the student must a plan that he/she is fully committed to implementing.
→ **TARDIES**: The school's tardy policy is vehemently enforced. DO NOT run (gallop or skip) down the hall towards the door. Please enter class without fanfare, go directly to your seat (after sanitizing) and quietly and promptly 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. Please do not attempt to bargain points at the end of the nine weeks. Check your Focus frequently to stay current on all assignments.

→ **ABSENCES/TEAMS**: Students are solely responsible for familiarizing themselves with TEAMS and being able to check there for the agenda of items they missed when they were absent. Go to Office 365, click TEAMS, and look for your class. **Individual student absences WILL NOT be discussed during class time.** The beginning or end of class, or when students are working quietly at their seats, you may come to my desk and ask for the specific handout that you need by name of the handout. Please do not say,” I need the stuff I missed” “Can I have 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>Meaning</th>
</tr>
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<tbody>
<tr>
<td>CTI</td>
<td>complete and turn in</td>
</tr>
<tr>
<td>KIN</td>
<td>keep in notebook</td>
</tr>
<tr>
<td>BMS</td>
<td>be more specific</td>
</tr>
<tr>
<td>M-M</td>
<td>margin to margin</td>
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<tr>
<td>FSO</td>
<td>front side only</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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</tbody>
</table>
**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 and 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** - Do not 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). 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.
- √ **Do not skip class!!** Class goes on without you.