

Course Policies and Procedures: An Essential Guide to Success!!!

English III (Honors & Regular)

Ms. T. R. Jenkins, Language Arts Teacher, Deland High School
Master of Arts in Teaching
(trjenkin@volusia.k12.fl.us)

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

Student texts: Florida Collections Grade 11, Wordly Wise book 8, Vocabulary Power Plus for the New S.A.T. Book Four

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 their own. The course engages students in higher-order thinking skills, practice close analysis incorporating Pre-AP and AP reading and critical thinking strategies, 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. These assessments have been designed to allow students to showcase their growth academically, socially, and mentally.

Materials needed:

1. Jump/Flash drive (if you already have one, you may continue to use it if you have available space)
2. Highlighters of various colors
3. BLUE or BLACK ink pens only – NO PENCILS will be used in this class.
4. 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. **Use proper manners and respect toward your teacher, your peers, and yourself at all times.**
4. **Maintain cleanliness, return all items to their proper place.**
5. **Enter to learn, depart to serve**

- **DAILY ROUTINE:** Upon entering, prepare for class. Go to your assigned seat. Turn in any assignments that are due to your 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 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.***
- **HAND HELD MUSIC-GAME DEVICES:** These may not be played or used in class. If you are listening to your "music producing device" 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.**
- **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. 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. **Quizzes, such as vocabulary tests which occur regularly, and pop quizzes, may not be taken again.**
- **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 in order to achieve mastery. I am available Mon-Fri 2:45-3:15, 17-203, by appt only.

- **AE/SOSA**: Class continues daily in 17-203. Be there! If you find yourself in AE/SOSA, it is your responsibility to make sure that your work is turned in. "I did it, but they lost it." Will not be accepted. **DO NOT use pencil on your assignments, even if you are in AE/SOSA. ALL guidelines must be followed.**

- **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 more or less "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 GradeBook regularly so that both you and your parents are aware of your grades.

- **ACADEMIC GRADE SLIPS**: Students will receive updated print outs of their grades frequently. These MUST be signed by a parent/guardian and returned to me promptly, **especially if you are not meeting the standards for passing.**

- **ABSENCES/EDMODO**: Students MUST JOIN me on Edmodo in order to have access to the wall posts. Posts are made daily and generally after the school day is complete. It is imperative that you WRITE DOWN what you missed and ASK for any handouts that you need (BY SPECIFIC NAME). In other words, DO NOT say, "I need the stuff from yesterday" Assignments MUST be turned in in a timely manner, one day per day that you are absent. I will decide if more time is needed via individual basis. I will NOT, however accept masses of missing work at the end of the nine weeks.

- **Edmodo code: ONLY JOIN the class that you are in!**

- Eng III _____ Eng III (H) _____

- **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.

CTI – complete and turn in	M-M –margin to margin	ANT - antonym
KIN – keep in notebook	FSO – front side only	SYN - synonym
BMS – be more specific	HW – homework	VOC - vocabulary

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.**
- √ **Remain in your seat (or with your group) at all times, NO aimless wandering around the class**
- √ **Keep your hands and feet to yourself at all times**
- √ **DO NOT blurt out random comments during class. Raise your hand and wait for permission before speaking.**
- √ **Don't skip class or intentionally get swept. Class goes on without you.**