

Classroom Policies, Procedures and Expectations
English 10
2008-2009 SY
Mrs. F. Peoples, Instructor

- I. You must have the following items in class with you daily to be considered prepared:
1. Agenda book (once issued)
 2. Three ring binder with loose leaf paper
 3. Blue, black and red ink pens (red for revision); highlighters (pink/yellow/green)
 4. Novel (the one we're reading for that quarter)- 1st quarter: *A Raisin in the Sun* by Lorraine Hansberry (do not purchase the screen play version)
 5. Any other materials that you were given prior notice to bring in (including homework)

Consequence: "0" participation grade as well as a "0" for any work that you are not able to complete or submit as a result of being unprepared.

***Students have until Monday September 8, 2008 before they will receive "0's" or other penalties for not having the required materials; however it is expected that each child have their supplies as soon as possible.

II. Daily Routine

1. Arrive to class daily ON TIME with all required materials.

Consequence: (a) sign tardy sheet located on the desk at the door; (b) may not turn in homework for that day; (c) every 3 unexcused tardies will result in an ECR assignment and a phone call home.

2. Immediately upon arrival, place homework in the homework basket for your class period, take a seat and place required materials on the edge of your desk to be checked by class assistant 1. (class assistant 2 will stamp hwk w/date, teacher will initial and return during class.)
3. Begin and complete warm up on the warm up sheet provided.
4. Sit quietly and wait for further instructions.

III. Policies and Procedures

1. Each quarter students will be given work packet submission dates for that quarter. Work will be submitted for graded as a part of a packet in 5 day cycles. Tests will be given in 5 day cycles as well. However, the instructor reserves the right to make adjustments to these dates as necessary with or without prior notice. Therefore it is important for students to complete work when assigned, keep it in their English binders and bring these materials to class daily. At the end of the 5 day cycle, the instructor will expect all assignments for that cycle to be submitted in the following manner:

**Students will receive a cover sheet from the teacher which lists all of

assignments to be submitted for that cycle. Students should then find all of listed assignments and attach them behind the cover sheet in the exact listed order. **THE COVER SHEET SHOULD BE FIRST.** Staple papers to the cover sheet and write your name and heading info. Submit within allotted time. Keep your notebook organized because you will be expected to locate and organize these materials within a limited but reasonable time frame.

****Submitted homework will only be accepted in packets if it is stamped and initialed. So don't try to slip it in if you did not have it when it was originally due.**

2. Closure assessments will be given at the end of most classes and will cover the material taught and discussed during that class. These assessments will have 3-5 questions and will be checked and submitted at the end of class.

3. At the beginning of each quarter, each student will be given a BCR/ECR sheet for the literature we will read for that quarter. They will also receive one for the novel being read that quarter. It is the student's responsibility to complete the BCR's/ECR's for the particular story or novel chapter once that story or chapter is assigned to be read. This is expected **WHETHER OR NOT THE TEACHER SPECIFICALLY STATES IT AS AN ASSIGNMENT.**

4. It is the student's responsibility to get make up work after an excused absence. There will be a bulletin board at the front of the class with a calendar that will list the work assigned for each class and a folder that will contain any handouts given on that day. The handouts will remain on the board for a period of 5 days and then they will be removed.

5. All class work assigned that is not completed during class automatically becomes homework. However, it will still be graded and recorded as class work once submitted.

6. Students will need to maintain a folder that must stay in the classroom. This folder will house their graded work. Parents are welcome to view the folder upon appointment or they can request that the student sign it out and bring it home for overnight review. Unreturned folders will result in 3 test grades of "0."

IV. Assignments

1. The following assignments should be completed and /or read for each assigned story in the Language of Literature text book.

- (pre reading)
- A. Connect to Your Life
 - B. Build Background
 - C. Words to Know (number and copy the word and definition)
 - D. Focus Your Reading / Reader's Notebook

(post reading) A. questions following the story: Connect to the Literature questions including the comprehension check bulleted questions; and the Think Critically questions. YOU DO NOT HAVE TO COMPLETE THE EXTEND INTERPRETATION QUESTIONS (unless specifically instructed to do so.)

2. All assignments must be given a title. The overall title for the literature work is the title of the selection. Then label/identify each component assigned for that selection (see example provided)

3. All work must be headed correctly and in the appropriate location (see example provided as well)

**The heading should be in the upper right hand corner of the paper with your name starting on the 1st line (not in the blank space section at the top). The heading should include your first and last name, date, course, and period (letter and number)

**For the title, skip 1 line (only) after the heading, go to the middle of the page and write the assignment title. When in doubt, ask.