**Kat Kelley**

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**Classroom 323**

**Tutoring: Tues 4:15-4:45; Wed 12:15-1:00**

**and by appointment**

###### English I Fall 2015---- Policies, Procedures, and Expectations

# *General Guidelines*

* **Be courteous.** Treat others as you would like to be treated.
* **Be honest.** *Consequences for cheating are severe; don’t risk it*. If we determine you plagiarized material or cheated on a quiz or test, you will receive a zero for the assignment.

## Be prepared. Bring all materials to class every day.

* **Be on time.** If you are late, sign in and take a seat without disrupting. Tardy policy applies.
* **Be engaged.** Stay focused and participate in class. Avoid distractions. Cell phones, game systems, and headsets are not allowed in this classroom.

# *Supplies*- *Visit the school store on the first floor during lunch to purchase supplies*

* A 3-ring notebook with a divider for English I or a folder (may also include other classes)
* One composition book to be kept in class
* Index Cards for flashcards
* Pens and pencils
* One four-pack of highlighters (yellow, blue, green, and orange or pink) for annotations

Please bring at least one box of Kleenex to share.

*(Remember you may be the one who needs one someday.)*

***Literature Focus***

John Steinbeck’s *The Pearl*

Homer’s *Odyssey*

Shakespeare’s *Romeo and Juliet*

Poetry

Selected short stories and non-fiction

***Writing Focus***

Expository Writing

Analytical Writing for Literary Analysis

***Vocabulary***

Word analysis outside of the word (context

clues) and inside of the word (word parts)

***Participation***

You earn a participation grade in a variety of ways:  primarily through completing in-class and homework assignments in a timely manner, but also by sharing your thoughts during class discussions, reading a piece of your writing, etc. We keep track of participation points in the gradebook, and they average together as a Level II grade (counts twice).

***RAW Book (Reading and Writing)***

Your RAW book is a culmination of daily writing, grammar and vocabulary tools, and notes in class. It will include three sections: Writing, Tools (Grammar, Vocabulary, etc.), and Notes. As this is a culminating assignment, the grade you earn will strongly impact your average and will not be scored until the end of the grading period.  **Any entries you miss due to an absence must be made up prior to the due date**. Your RAW book should remain in class.

# *Individual Help*

* We are happy to provide individual instruction and encouragement.Our official tutoring times are listed at the top in the locations shown above.
* Students may also use the Austin High Tutoring Center in Rm 264

Grading Policy

## Level 1 = Daily grades such as pop quizzes, classwork, homework

* Level 2 = Scheduled quizzes, extended daily or homework assignments, participation average
* Level 3 = Major grades such as essays, tests, exams, and projects

The level of each assignment will be clearly indicated to students at the time the assignment is given.

Late Work

* Students may submit assignments up to four calendar days after the original due date with a 10 point penalty per day.
* After four days, a student may earn up to a grade of 50 for the assignment if he/she completes the assignment, or an alternate assignment comparable in concept/content to the original assignment, in the classroom with the teacher. This assignment must be completed *no later than one week prior to the last day of the grading period.*

Attempting Mastery/Retesting

* When a student scores a 74 or below on a *Level 3* assignment, he/she becomes eligible for

retesting to attempt mastery.

* A student may earn the opportunity to retest on a Level 3 grade by attending tutorials with the teacher to get help on the concept or content. Once the student attends the tutorial(s),

he/she may retest and the retest score will replace the original score to determine a new score for the assessment, up to a maximum grade of 75.

* A student must attend the tutorial and complete the retesting *within one week of receiving the grade for the assessment.*

***Extra Credit***

If offered, extra credit will be related to the course curriculum and offered to every student.

## Make-up Work/Absences

* You are responsible for your own make-up work. This includes all “Do Nows.” Check the assignments table upon your return for handouts you may have missed. If an assignment was due while you were out, you will turn it in the day you return (Level I and II only).
* For assignments given while you are out (excused absences), students will have a minimum of 2 calendar days (1 class day) for every day absent and more may be negotiated with the teacher
* Because essays and major assignments are assigned at least two weeks in advance, Level III assignments are due on the assigned due date during your class period, **regardless of your presence in class.**
* Make-up quizzes /tests will be completed before/after school or during lunch on designated make up days by appointment only. If you fail to keep your appointment with one of us, the grade on the missing quiz or exam remains a zero. Be responsible!

##### Tardy Policy

* If a student arrives late to class without a pass, the student will sign-in and the tardy will be documented via the electronic grade book. Upon the third tardy (and beyond) in a six weeks, the student will be assigned Saturday School.
* If a student arrives 45 minutes late, it is an unexcused absence.

***Other Policies***

* All school wide policies will be followed in our classroom. See student handbook.
* All students receive only 2 hall tickets per six weeks. Student must have this ticket and a hall lanyard to leave classroom.
* Electronic devices are allowed only at OUR discretion. The use of an electronic device during an exam or quiz is strictly prohibited and may result in a zero. Please remove your ear buds/head phones when you enter the room.

*Share this paper with your parent/guardian. Talk with us if you have questions or concerns about any of our standards and expectations. We are in this together, and our overriding goal is for you to succeed.*