

Housekeeping Policies
Freshman English 2005-2006
Ms. Suhova

Attending class regularly, arriving to class on time, and staying alert maximizes your opportunity for learning as well as for success in all of your classes. To encourage punctuality as well as overall attentiveness, we will be observing the following set of "housekeeping" procedures this year in Freshman English.

- **Class Minutes** Each day, students will take minutes on a rotating schedule. When it's your turn to take minutes and deliver them the next day, you should be sure that they are as complete as possible and legible. If you miss class, be sure to listen carefully to the minutes (and to look over past minutes) to find out what went on during your absence.
- **Assignments** All assignments are to be turned in on the date they are due; I expect a piece of paper from everyone. If you do not do an assignment, you will be required to turn in a sheet of paper detailing why you did not complete the work. Honest, thorough responses will earn points. Like regular homework assignments, excuses/explanations should have a proper heading. Listen for directions about make-up work.
- **Bonus points at the beginning of the year.** You will have 50 bonus points at the beginning of the year. Every infraction in discipline will cost you at least 10 points. Not bringing materials to class will cost points as well. You can earn more points: if you have a tardy- and absence-free quarter, you will receive 25 bonus points at the end of the quarter.
- **Two penalty-free tardies** You are allowed two penalty-free tardies per quarter. Once you have used up your two "freebies" you will be subjected to the grade penalty outlined below. *Note: all tardies are marked on the Scantron attendance documents.*
- **Two passes per quarter** Students who have a legitimate need to leave the classroom are allowed to leave, after asking permission, only two times a quarter. *Note: No more than one student may leave the classroom at a time.*
- **Food, gum, and drink** Eating, chewing, and drinking should be done *outside* the classroom. The interior of the English classroom is a chew-free environment.
- **Hats** I need to see your eyes during the learning process; thus, you are required to take off baseball caps and hoods when inside the classroom.
- **Recycling** We care about the health of our planet. Please utilize the recycling bins around the classroom, being sure to deposit paper (without crumpling it) in the proper container.

Overview

The aims of this course are

- to increase your enjoyment of the reading of novels, short stories, drama and poetry as well as your interpretive skills with literature
- to have you acknowledge your role in your own academic achievement
- to foster cooperative social skills through group activities
- to improve your creative and technical skills as a writer
- to identify strategies to help improve reading comprehension
- to expand your knowledge of vocabulary
- to introduce fundamental research skills
- to understand the Expected Schoolwide Learning Results (California Standards) and to associate them with your course work

Expectations

In addition to the school rules outlined in the Student/ Parent Handbook, the following guidelines will help you succeed in Freshman English.

Preparedness

Aristotle once said, "We are what we repeatedly do. Excellence, then, is not an act but a habit."

Later, William Shakespeare noted, "The readiness is all."

- Come to class on time with a cooperative and productive attitude.
- Keep a three-ring binder of all your handouts and homework.
- Bring your binder, reading text, paper, and a pen and pencil to class every day.
- Turn in all of your homework and classwork on time. Late work is *not* accepted.
- Maintain your class calendar very carefully. Update the calendar every day as directed. Use your calendar and/or binder reminder to keep track of class activities and due dates.
- Refer to your calendar and the class minutes after an absence to find out about missed activities and assignments.
- Request to see me during lunch or after school whenever you need individual attention or need to make up work missed during an extended excused absence.

Cooperative Groups

"We are each of us angels with only one wing. And we can only fly embracing one another." /Luciano de Crescenzo

- Be prepared to work positively with your classmates on a variety of assignments and projects.
- Speak to fellow students with respect and kindness. No put-downs or swearing of any kind is permitted. School has to be a safe and inspirational place for us—let's keep it pure.

Positive Attitude and Honesty

"We don't know who we are until we see what we can do."/Martha Grimes

- Be positive about learning, and strive to stretch with each new assignment. Avoid statements which suggest that you are negative about yourself and/or your learning. Omit the following phrases from your vocabulary: "I can't." "I won't." "It's too hard." "It's too easy." "This is boring." "I don't care."
- Cheating is a betrayal of trust in the classroom. Presenting somebody else's work as your own can result in zero points for the assignment and/or a failing grade for the class.

Grading

"At the root of human responsibility is the concept of perfection, the urge to achieve it, the interference to find a path towards it, and the will to follow that path." /Aung San Suu Kyi

The grading scale is as follows:

93% and higher	= A	65-66%	= C
90-92%	= A-	63-64%	= D+
88-89%	= B+	58-62%	= D
83-87%	= B	55-57%	= D-
80-82%	= B-	below 54%	= F
78-79%	= C+		
67-77%	= C (<i>The "C" Catch</i>)		

- A variety of assignments will offer you opportunities to accumulate points.
- You will earn process and product points with longer/larger assignments.
- Occasionally, you may receive completion points instead of the detailed evaluation of an assignment. Some assignments will not be graded.
- Keep track of your own points as each quarter progresses.
- Grades may be discussed by appointment, during lunch, or after school.

The semester grade is calculated as follows: Quarter I 40%, Quarter II 40%, Final Exam 20%.

The Weight of the Assignments:

- Tests and quizzes 25%
- Homework 15%
- Class work 15%
- Cluster tests 20%
- Essays and projects 25%

Notebook Guidelines

Overview

Keeping an orderly notebook assists you in maintaining a record of your own progress. Notebooks also give you hands-on study material for longer exercises and tests. You should bring your three-ring English binder to class **every day** for frequent use. Note: random notebook checks will be made throughout the semester. You will be required to find a handout or past assignment within a matter of minutes; therefore, your notebook needs to be in fine order.

Major Notebook Divisions

Your English notebook should be divided into **five** sections. The first section should be labeled **COURSE HANDOUTS**. The course overview and expectations should be kept here and well as xeroxes which are not related directly to other areas of your notebook (e.g. seating chart).

The second section should be labeled **VOCABULARY**. You should keep vocabulary lists, definitions, worksheets, and quizzes in this section.

The third section should be labeled **CLASS NOTES**. You should keep all notes under this heading. Notes may come from a variety of sources: readings, lectures, discussions, and audio-visual materials. Place past monthly calendars in this section. Hold on to class notes to prepare thoroughly for tests and final exams.

The fourth section of your notebook should be labeled **WRITING**. You should keep your short and long writing assignments here, those in progress and those returned to you. All components of your longer assignments, prewriting, drafts, response sheets, revision strategies, and final drafts should be kept in this section. Hold onto your writing so that you will be able to select your best work for your writing portfolio.

The fifth section is **GRAMMAR**. The handouts on Grammar, video notes, exercises are to be filed in this section.

Notebook Sequence

Generally speaking, notebook entries should be arranged by date. However, you will want to keep vocabulary activities together by number.

Your ~~monthly calendar~~ should appear as the **first entry** in your notebook