

Room 21

CONTACT INFORMATION:**Mrs. Olson****kolson@usd227.org****620-357-8376****Planning Period: 6**

Classroom Guidelines and Procedures for English 2-3-4

Welcome to English! In these courses, we will focus on developing and expanding knowledge in literature, composition, and communication. Students will increase their knowledge in vocabulary as well as grammar, mechanics, and usage. In addition, we will explore a variety of purposes for reading and writing and construct meaningful compositions for various audiences. Students will use the six trait writing model to analyze and improve their writing. Finally, to improve thinking skills, students will conduct research on a variety of topics.

COURSE CONTENT:

ENGLISH 2**ENGLISH 3-AMERICAN LITERATURE****ENGLISH 4-COLLEGE AND CAREER READINESS**

CLASSROOM GUIDELINES:

1. Follow all Hodgeman County Schools policies and HCHS building rules.
2. Be on time and in your assigned seat every day.
3. Bring all materials to class.
4. Follow directions the first time they are given.
5. Respect yourself, your classmates, your teacher, school property and others' property. Remember that foul language is disrespectful and any use of it will be considered a violation of this guideline.

*****I have positive expectations that all students will abide by these guidelines!**

CLASSROOM PROCEDURES:

Classroom procedures are essential to the classroom and should be followed every day without exception. Procedures allow us to work smoothly, effectively and successfully as a class.

Materials you will need in class:

1. Your Textbook: Glencoe Reader's Choice
*You will be assigned a textbook with a number and it is your responsibility to keep track of your textbook. They are not to be left in the classroom.
2. A composition notebook
3. Loose-leaf notebook paper/folder or binder for organizing papers
4. Blue or black pens/pencils
5. Highlighters
6. Optional: Colored pencils and Post-it notes
7. A book for silent reading (ALWAYS bring to class). We silent read every week.

Electronic Devices:

*Classroom computers are to be used for classroom purposes only. Failure to follow the rules will result in loss of computer usage.

*CHROMEBOOKS are NOT to leave the classroom. Notify me immediately if something is wrong with your Chromebook.

*Other than Chrome Books, electronic devices are not allowed unless I specifically give instruction to do so.

*Upon entering the classroom, please place your phone in the designated pocket space at the front of the room. Anyone caught with a cellphone will have the phone confiscated and it will be taken to the office.

Food/Candy/Gum/Drinks:

*FOOD AND DRINKS ARE NOT PERMITTED. Water is allowed.

*Gum is permitted; however, privileges will be revoked if gum wrappers are found in the classroom. If chewing is disruptive, you will be asked to spit out your gum. Please do not chew gum when presenting a project.

Tardies:

Being on time is important.

*A student is tardy when he/she enters the classroom after the bell rings. An unexcused tardy occurs when a student is tardy without a pass. Excessive tardies may result in detention or an office referral.

Absences:

*Regular attendance is critical to your success. Excessive absences will hinder your learning and could result in a loss of credit for this class (see the HCHS handbook).

*Making up work for unexcused absence will be left to the teacher's discretion.

*If you are absent, please check the bin located at the front of the room for missed work when you return.

*If you are absent, it is up to you to get your missing work and turn it in on time (you are allowed the number of days missed plus one).

*If you know you are going to be absent from class, especially for a school event, it is your responsibility to get the assignment and submit it on time. For tests and quizzes, seminar ASAP is the ideal time to make them up.

*Please refer to the handbook for more information regarding this policy.

Academic Honesty:

*Any student caught cheating or plagiarizing will receive a zero on that assignment/test/quiz/etc. with no retake opportunity.

Daily Work and Homework:

You will have daily bell work that covers vocabulary, grammar, literary terms, writing, and more. This will all be done in your spiral notebook. In addition, you will participate in daily reading, listening and speaking, and writing activities.

Most assignments will be done in class as I try very hard to limit homework. Most homework assignments will be assignments you were unable to finish in class. You will be expected to read your SSR book and I will assign long-term projects that you are expected to work on outside of class.

Late Work:

*Plan ahead! "My printer is out of ink," "My computer/internet is broken," and other excuses will not be accepted.

*Any assignment turned in after I collect it is considered late.

LATE WORK, INCLUDING PROJECTS AND PAPERS, WILL LOSE 10% PER CLASS DAY.

LATE WORK SUBMITTED ON THE DAY IT IS DUE WILL LOSE 10%. (This means you do not turn in your assignment when asked.)

*Regardless of the reason for an absence, you must complete a **LATE WORK TICKET**.

Late Work Tickets are the computer desk.

*You may not work on late assignments during class. If you are doing so, the assignment will be collected.

Grades:

*Assignments will be graded and returned in a timely manner.

*If you would like to see your grade, you may do so before or after school.

*Students and parents may also check grades using Parent Online located on the school's website.

*Parents will be notified as soon as possible in the case of a student failing or near failing the course.

*Grades will be given for the following:

- Quizzes/Tests; major writing assignments, projects, and presentations
- Daily work
- Participation and preparedness
- Final Exam

I truly want you to be successful, so please see me as soon as possible if something is troubling you and I can help.

The grading scale is as follows:

90-100 A 80-89 B 70-79 C 60-69 D 59 and below F

REMEMBER: I do not give grades; you earn them. I am available before school at 7:30 and after school by appointment. I will also be available during seminar, and you MUST have a pass from me for your seminar teacher to dismiss you. Tutoring is also available!