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**English I: Overview and Policies**

Welcome! This will be one of the most challenging and stimulating classes you have ever taken. Besides working to improve your reading and writing skills and preparing for the EOC Test, you will need to display the skills required for life both in and out of high school – personal accountability, responsibility, organization, respect for others, and taking pride in your work.

All students in English I classes are expected to display initiative and responsibility when it comes to time management and completion of assignments. The pace is faster and more demanding than middle school. You must attend to deadlines without constant reminders. You can expect a wide variety of challenging reading material. Most of the selected works are considered Adult Literature and may be beyond the level of sophistication and maturity you may have encountered with the Young Adult literature of middle school. This class will focus on critical analysis and the intensive development of advanced composition techniques.

**Major Units of Study:**

Students will study various works of literature, vocabulary, grammar, writing, and EOC practice and preparation. This course will focus on the Language Arts Texas Essential Knowledge and Skills (TEKS) curriculum.

**Materials and Textbooks:**

Students will be issued literature textbooks and supplemental novels as necessary. Students will also select independent reading materials from the Bowie library, the Austin Public Library, or other sources.

**Required Materials → Due Friday, August 29<sup>th</sup>/Tuesday, September 2<sup>nd</sup>**

- A three ring binder (at least 1½ inch)
- Three packages of lined notebook paper
- Five tabbed dividers for notebook
- At least one pad of small or medium-sized Post-it notes
- An abundant supply of blue or black ink pens
- Highlighters in at least four different colors
- Several pencils (for scantron tests)
- Classroom item: \_\_\_\_\_

**Grading Weight:**

- Homework and Daily assignments: 15%
- Quizzes and mini-projects: 25%
- Tests: 30%
- Essays and major projects: 30%

Students are expected to earn grades by successfully completing assigned coursework. Extra credit assignments will NOT be created to “save” a student at the end of the grading period.

## Classroom Procedures and Policies

### Welcome Work

- Enter the classroom and put your phone in the **pocket** organizer. Sit in your **assigned** seat.
  - Your pocket # is: \_\_\_\_\_
- There will be an assignment on the board or **projector**; get out the materials necessary to complete the given task.
- Work quietly on the assignment for allotted time. When finished, you will respectfully remain **quiet** and wait for class to begin.

### English Binder:

- You will have a binder that is to be used **ONLY** for this class.
- The binder will be divided with **tabs** and organized. Binder checks will be done at **random**.
- All notes and work will include a **heading** consisting of have name, date, and class period.

### Small Group Work

1. **Listen** to all instructions.
2. When **cued**, move your desks into the required formation.
3. Verify your group membership and **roles**. Begin to work.

### End of Period Dismissal

- The bell does not end class; your **teacher** does.
- Remain in your **seat** until you are dismissed.

### Homework Policy

- Homework is to be completed and ready at the **beginning** of class.
- You will be supplied with a homework calendar and are expected to fill it in every lesson.

### Tests / quizzes:

- Students may retake any **failed** quizzes or tests (with few exceptions) within **one week** of receiving the unsatisfactory grade to improve that grade.
- You must make an **appointment** to retake quizzes or tests. Please take advantage of this fantastic opportunity to improve your grade!

### Late Work

- All assignments (daily work, in-class assignments, homework, essays, projects, and presentations) are due at the **beginning** of the period on the due date.
- A late assignment will be accepted up to a **week** after the original due date for no more than **70%** credit.
- Any work submitted after one week from the due date will **not** receive credit.

### Absences:

- It's **your** responsibility to make up class work, notes, homework, quizzes, tests, etc. and see the teacher to guarantee this opportunity to make up missed work.
- Any work that was due the day of an absence should be submitted in your **next** lesson.
- Extenuating circumstances will be handled on a case-by-case basis, at the **teachers'** discretion

### Passes to leave class

- Ask **permission** to use the pass.
- If granted permission, fill out information on **Pass Log** when you leave and come back.
- You will not be able to use the pass during the first **15** or last **15** minutes of class.

### Tardiness

You are considered tardy if you are not **in the classroom** when the bell rings.

- If you are tardy, enter the class as if you are on time.
- Give the teacher your pass and go straight to your seat.
- If you do not have a pass, you will make up the missed time after **class**.

## **Plagiarism**

Copying and cheating will not be tolerated. This serious offense will be dealt with through the policy listed on the following sheet.

## **Participation**

1. One person speaks at a time.
2. If you want to speak, please **raise** your hand and wait to be acknowledged.
3. Actively listen to one another.
  - Make **eye** contact, even if that means turning your body.
  - Ask if you're unclear about a statement.
  - Ask questions to each other.

Participation can have a **major influence** on grades going up or down. Take advantage of this opportunity!

## **Questions/concerns**

- Please raise your hand and wait for the teacher to acknowledge you.
- If you need help outside of class, we're always available before and after school and during FIT. We take **appointments!**
- To discuss an issue that only pertains to the teacher and **yourself**, please see the teacher to set up an appropriate time to review the matter.

## **Negative Behavior:**

- Class time is learning time. We are members of a learning community. No student has the right, through disruptions, to prevent any other student from learning. No member has the right to attack, demoralize, harass, or belittle another person in the classroom; sexual harassment, racist language and hate speech will not be tolerated. Self-respect and respect for others are the basic guides for behavior.

Negative choices result in negative results, including the following:

- Identification of poor choices and a warning
- Lunchtime detention
- Email or Phone call home
- Action plan
- Referral

## **Positive Behavior:**

Students who actively improve the environment of our learning community will be rewarded. This includes helping classmates, rockin' an assignment, paying attention, seeking extra help, etc.

Positive choices will have positive results, including the following:

- Extra credit points
- Phone call/Email home
- Recognition
- Treats
- Feeling good about yourself!!!

## **Bottom Line...**

**YOU** have the power to choose what kind of community member you want to be.

Recognize that you have the capability to make a positive impact on the other people in this classroom. We expect you to take pride in the way that you act at all times. We look forward to making this a fun and productive experience for you!

Ms. Wiedmeyer and Mrs. Hejny

## **PLAGIARISM: Don't do it.**

All students involved in copying, cheating, or plagiarizing any assignment, quiz, or test will receive a zero that cannot be made up or replaced. In addition, you could be subject to a disciplinary referral and/or you could jeopardize your eligibility for National Honor Society membership. You are expected to act honorably and with integrity.



### **You commit plagiarism if:**

- You fail to acknowledge the sources of any information in your assignment which is not either common knowledge or personal knowledge.
- You fail to acknowledge direct quotation either by using quotation marks (short passages) or indentation (longer passages).
- You too closely paraphrase the original words of your source.
- You borrow the ideas, examples, or structure of your source without acknowledging it
- You take, buy, or receive a paper written by someone else and present it as our own.
- You use one paper for two different courses, or re-use a paper previously submitted for credit without the prior approval of both instructors.

### **You commit collusion if:**

- You allow someone else to write and/or complete your assignment/essay.
- You write/complete an assignment with another student who has the same assignment, and both papers are identical in part, paraphrase one another or, are substantially similar in their ideas, examples, or structure.

**The MINIMUM penalty in any case is a zero for the assignment and parental notification.**

**Student Name** (please print) \_\_\_\_\_

**Name of Parent or Guardian** (please print) \_\_\_\_\_

**Daytime Contact Phone** \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_)

**E-mail address:** \_\_\_\_\_

*Please sign below to indicate that both you and your child understand our class policies, especially those regarding the penalties for plagiarism, collusion, and unexcused late work.*

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Parent or Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

Please sign this Plagiarism Contract and the letter with Policies on the back and return to your teacher by **Thursday, August 28<sup>th</sup> (B Day)** or **Friday, August 29<sup>th</sup> (A Day)** to indicate your understanding and acceptance of the expectations and policies of the class.