

English Policies and Procedures

I. ACADEMIC EXPECTATIONS

- A. It is the responsibility of the student to work to his or her highest potential and to strive to excel at all times.
- B. Each student is expected to complete and return **ALL** assignments. The student is responsible for making up any missed assignments, quizzes, or tests administered during his/her absence. If a student is absent and misses a major test, he/she has five (5) school days to take the test. If the test is not taken during the allotted time, the grade becomes a zero (See FSD1 Policy Idea: Make-Up Opportunities).
- C. **Unexcused** late assignments will be accepted with a late penalty of **points per day** or **percentage deduction** from the grade received on the late assignment.
- D. Unless otherwise noted, **assignment due dates will be noted in Google Classroom**. The teacher will inform students of assignment due date changes.
- E. All students are expected to take required class tests or exams.
- F. **WHS Second Chance Policy:**
Wilson High School has implemented a Second Chance Policy. If a student earns a score below 75% on work that is counted as a major test grade (40% or 45%), the student will be granted **one opportunity** to retake the assignment for a grade not to exceed 80%. To take advantage of this opportunity, the student must complete and return a retake ticket and have a parent signature before a test retake is allowed. Additionally, students must attend review/tutorial sessions before a retake is granted. Likewise, all extra help and retake work must be completed within five (5) school days.
***Please be advised that final exams, EOCs, benchmarks, and projects are excluded and CANNOT be retaken.**

For daily grades, classwork, and assignments that are counted 20% or 25%, students **will not** be given the opportunity to retake the assignment(s). Additionally, if a student does not complete an assignment, he/she will receive a zero (O) for that assignment counted as 20% or 25%. Failure to complete incomplete assignments will lead to a class failure and/or loss of class credit.

II. CLASS MATERIALS

- A. Students are required to have Chromebooks for daily use. Students will use the following online version of Pearson Literature: 11th Grade Edition (English III), 12th Grade Edition (English IV), the APA Manual, and the *MLA Handbook*.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.)

Brozo, William G., et al. *Pearson Common Core Literature*. Pearson, 2015.

MLA Handbook. 9th ed., Modern Language Association of America, 2021.

*Students will access textbooks on their F1S District Chromebooks.

- B. Each student is expected to acquire and have the following materials daily:
 1. A three-ring binder with college ruled loose leaf paper for notes
 2. One #2 pencil
 3. Standard blue or black pens (daily use)
 4. District Chromebook and charger.
- C. Students will be advised if special materials will be required for class and/or individual projects.

III. STANDARDS FOR TYPED OR WRITTEN WORK

- A. Any handwritten assignment that is turned in should be submitted on standard notebook paper.
- B. **Handwritten assignments submitted on sheets torn from spiral notebooks or legal pads will not be accepted.**
- C. Final drafts for compositions should be typed. **If students are having technical issues, they may submit handwritten compositions in standard blue or black ink on the front of the paper only.**
- D. When turning in typed or handwritten assignments, students are expected to do the following:
 1. Head papers properly (**name, class, period, and date should be placed on the left-hand side of all documents**).
 2. Write legibly and neatly.
 3. Proofread carefully and cite sources.

Name
Class and Pd
Date
Title of Assignment

IV. GRADING

- A. The following grading scale will be used to grade **ALL** class assignments and Activities: (Statewide grading scale)
 - 90-100= A**
 - 80-89=B**
 - 70-79=C**
 - 60-69=D**
 - 59-0=F**

- B. Grades each quarter will be determined by using the following district categories and percentages:

Quarter 1 or Quarter 3 (40%)

Classwork/ Homework:	20%
Quizzes	30%
Projects/Tests	40%
Midterm Exam	10%

Quarter 2 or Quarter 4 (40%)

Classwork/Homework	25%
Quizzes	30%
Projects/Tests	45%

Semester Final Exam (20%)**C. Enhancement Assignments**

1. To provide exposure to vocabulary and to practice writing, students are expected to write on a variety of topics using vocabulary words commonly found on the SAT and ACT.
2. Students can enhance test-taking skills by completing practice assignments.

D. Teacher's Office Hours:

I will be available for after school help every Monday and Friday until 4:30 p.m.; however, the schedule is subject to change.

V. ATTENDANCE/TARDY PROCEDURES

- A. Attendance will be taken at the beginning of each class. **Students who arrive after the tardy bell will be marked tardy in PowerSchool. Students will receive intervention for each time they are tardy for class (Wilson High School Student Code of Conduct Policy).**

B. The 2021-2022 Bell Schedule is as follows:

1st block: 8:30-10:05 a.m.

2nd block: 10:10-11:45 a.m.

First lunch: 11:50-12:20 p.m.

3rd block: 12:25-1:50 p.m.

4th block: 1:55-3:30 p.m.

*This schedule is subject to change.

VI. CLASSROOM DISCIPLINE: STUDENT CODE OF CONDUCT

- ❖ Students are expected to adhere to the Code of Conduct for Florence School District One.
- ❖ The following English rules will be enforced:
 1. **Be respectful.** Students are expected to show respect in words and actions to other students, to the teacher, to the school, and to themselves at all times.
 2. **Be prompt.** Students are expected to arrive to virtual class on time.
 3. **Be prepared.** Students are expected to bring Chromebooks and other required materials to class daily.

4. **Stay on Task.** Students are expected to use class time constructively and work until all work is completed. **Students should refrain from eating, sleeping, and unnecessary talking during class time.**
5. **Be responsible.** Students are expected to take care of personal needs before class and stay seated and present. **It is the student's responsibility to be prompt, prepared, on task, and respectful.**
6. **Virtual Etiquette-**Students should respect their teacher's and classmates' privacy. They should not take screenshots, share photos/videos of class calls, or any virtual recordings of the teacher, peers, or class.
7. **Virtual Dress Code (Google Classroom/Google Meet Sessions)-** **Students are expected to be fully dressed in appropriate attire during virtual class. Students should not attend class in pajamas, robes, hair rollers, or hair bonnets.**

*****Cellphone Policy:**

8. **Cell phones should be silenced or turned off, non-operative, and placed in bookbags during class.**
 9. **Earbuds and Smartwatches should be placed in bookbags and not worn or used during class time.**
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- ❖ If a student chooses not to adhere to the rules, five of the following interventions will occur:
 - Verbal Correction; Warning and Reminders; Teacher-Student Conference* Parent Contact*; Parent Conference; Guidance Referral; or ABE.
Discipline referrals and administrative involvement will be used depending on levels of offense or after implementation intervention.
 - ❖ Included in this discipline plan are ways to positively reinforce students who choose to abide by the class rules. These students are rewarded with praise, positive notes, or calls to parents.

Teacher's Copy _____ Student's name _____ Class Period _____
CLASSROOM DISCIPLINE: STUDENT CODE OF CONDUCT

- Students are expected to adhere to the Code of Conduct for Florence School District One.

The following English rules and expectations will be enforced:
 Student, please read and initial for each rule/expectation. Use blue or black ink.

- ____ 1. **Be respectful.** Students are expected to show respect in words and actions to other students, to the teacher, to the school, and to themselves at all times.
- ____ 2. **Be prompt.** Students are expected to arrive to class on time.
- ____ 3. **Be prepared.** Students are expected to bring Chromebooks and other required materials to class daily.
- ____ 4. **Stay on Task.** Students are expected to use class time constructively and work until all work is completed. **Students should refrain from eating, sleeping, and unnecessary talking during class time.**
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- ____ 7. **Virtual Dress Code (Google Classroom/Google Meet Sessions)-** Students are expected to be fully dressed in appropriate attire during virtual class. **Students should not attend class in pajamas, robes, hair rollers, or hair bonnets.**

Student, please read and initial for each rule/expectation.

- ____ 8. **Chewing gum or eating is not allowed during class.**
- ____ 9. During class, students must be **fully dressed in appropriate attire** (from head to toes).
- ____ 10. Students are not allowed to **groom** in class (comb/brush hair, apply makeup, spray cologne, etc.).
- ____ 11. Students will receive intervention for **each** time they are **tardy to class.**
- ____ 12. Students will receive intervention for each cell phone violation or electronic device use during unauthorized time (texting, receiving or placing calls, and other operative modes).
- ____ 13. **Cell phones should be silenced or turned off, non-operative, and placed in bookbags during class.**
- ____ 14. **Earbuds and Smartwatches should be placed in bookbags and not worn or used during class time.**

- ❖ If a student chooses not to adhere to the rules, five of the following interventions will occur:
 - Verbal Correction; Warning and Reminders; Teacher-Student Conference*
Parent Contact*; Parent Conference; Guidance Referral; or ABE.
Discipline referrals and administrative involvement will be used depending on levels of offense or after implementation intervention.

ENGLISH POLICIES AND PROCEDURES ACCEPTANCE STATEMENT

We have read and discussed the Policies and Procedures for this English class. By signing below, **we agree** to be mindful and follow these Policies and Procedures to ensure a successful semester in this class.

- ❖ Parent/Guardian's Name:

Parent's home phone number:

Work number:

Cell number:

Parent's email address:

Parent's Electronic Signature:

Date of Signature:

Parents, please remind your child daily that **cell phones should be silenced or turned off, non-operative, and placed in bookbags during class. Additionally, earbuds and Smartwatches should be placed in bookbags and not worn or used during class time.**

- ❖ Student's Name:

Student's School email address:

Student's Electronic Signature

Date of Signature: