

English I Classroom Guidelines

Ms. Wagner

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Expectations:

- All work should be done on time and should be completed prior to arrival in class. Please do not scribble down answers during the passing period. Put forth effort in all you do.
- Assignments required to be typed must be typed. If computers is not available in your home, there are several computer labs at the high school—please speak to me and arrangements can be made.
- Please use blue or black ink for in-class writing – NO gel pens or pencil, please.
- Please do not turn in assignments on paper torn from a spiral notebook unless you cut off the tattered edges. Keep your work neat.
- Use proper formatting for all work. There may be some variations, but usually you will supply the following information in the upper left-hand corner:
 - Name
 - Class & Period (English I, 3rd Hour)
 - Date
 - Assignment Title (page #'s, activity, essay prompt, etc.)

Behavior:

- Use common sense.
- Use appropriate language.
- Use appropriate actions.

Students who fail to conduct themselves in accordance with this policy will be subject to classroom disciplinary measures, referral to the discipline office, or any measure deemed necessary and appropriate.

Homework:

- **No late work.** With the single exception of excused absences due to illness or family emergency, no late work is accepted.
- Field trips do not count as excused absences from class in terms of homework assignments. Work due on the day of a field trip should be turned in prior to leaving the school; all work must be turned in no later than a student's normal class period time.
- Getting "called out" does not count as an excused absence. If you attend any academic classes during a school day, you are expected to turn in work due for this class, regardless of your attendance in this class.
- Vacations do not count as excused absences. You know ahead of time you will be missing class, so you are responsible for gathering and turning in work on time.

Quizzes and Tests:

- Expect frequent quizzes. *Quizzes will generally be announced ahead of time but not always.*
- Tests will be announced in advance. They may be either objective, subjective, or a combination of the two. Tests generally take an entire class period. Once a student has begun taking a test, that student must stay until it is completed or until the class period ends, whichever comes first (with the

exception of certain extenuating circumstances). Students will not be given extra time to finish tests as this interferes with other teachers' classes.

Materials:

- Come to every class prepared. This includes having all assignments, necessary texts, pens, pencils, notebooks, paper, and any other relevant materials. Consistent failure to come to class prepared will be reflected in the final grade.
- A daily assignment notebook is recommended and is good training for college.

Grades:

- Grades for each marking period will consist of regular classroom participation, homework assignments, quizzes, tests, written work and various projects. Opportunities for extra credit are occasionally offered, but are in no way a requisite component of the course grade.
- Grades will be recorded on a computer program and students will be informed of their progress on a regular basis. If you feel an error has been made, please bring it to my attention immediately. I cannot be held responsible for errors in grades after a grade has been posted for more than one week. All student inquiries about grades should be made within the first week of grade posting.
- Please keep corrected assignments. If there is a discrepancy in a grade (a student says he/she completed an assignment, but the computer printout says that is not so), the easiest way to correct the situation is to produce the paper with the grade on it. You will be allowed to keep most written assignments. However, at times, you may be required to give the teacher a copy or the original of the research paper after it has been graded.

Grading Scale:

This course will follow the approved Lake Zurich High School English Department grading scale. Consistent with school policy, there is no rounding for any portion of this class.

100-97 = A+	96-93 = A	92-90 = A-
89-87 = B+	86-83 = B	82-80 = B-
79-77 = C+	76-73 = C	72-70 = C-
69-67 = D+	66-63 = D	62-60 = D- Below 60 = F

Semester grades: each quarter counts 2/5, semester exam counts 1/5

Grade Explanation:

While some assignments have separate rubrics, the following gives a strong idea of what your grade truly means. Please keep in mind that I do not award points, you earn them. Merely completing or satisfying the expectations of an assignment earns you a C. If you intend to earn an A in this class, you should plan to consistently exceed expectations and work diligently. The following gives a general guideline of grading for writing, although you can extrapolate this to fit all assignments:

“A” range grade (90-100 percent): Outstanding explanation with superior supporting information; unusual insights and flashes of brilliance in the discussion; creative and original writing and thoughts, goes well beyond the minimum required for the assignment. Writing has a real sense of style, with excellent organization, few to no grammatical or spelling errors.

“B” range grade (80-89 percent): Good solid job on explanation, with very good support from examples or citations; very good reasoning and explanation in the discussion, goes beyond the

minimum required for the assignment. Writing has good organization, interesting sentences, few grammatical or spelling errors.

“C” range grade (70-79 percent): Good solid job, does what the assignment asks, good reasoning and explanations in the discussion, decent support from examples or citations. Writing has decent organization, serviceable prose.

“D” range grade (60 to 69 percent): Fair explanations and discussions but too general or some inaccuracies or flaws in reasoning; coverage is accurate but cursory and does not meet the minimum required for a complete answer. Writing is disorganized, awkward sentence structure; poor grammar and spelling.

“F” grade (fewer than 60 percent): Doesn't effectively address the question; fails to support assertions with examples or citations; unclear explanations, inadequate understanding demonstrated; major flaws in reasoning or explanation. Writing is very disorganized; difficult to read because of awkward sentence structure; poor grammar and spelling.

Make-up for Homework:

Per Lake Zurich High School Policy, students with an excused absence will be given the number of days missed plus one to make up any missed assignments. All make-up work is the sole responsibility of the student. It is not the responsibility of the teacher to approach a student about work missed during an absence. Students should see me during their free time, or before school or after school on the day they return to school to find out about work missed. Students should also email me during a prolonged absence for daily work assignments.

Make-up for Tests and Quizzes:

Students out of school for an extended excused absence must schedule a make-up time within two days of return. This scheduled time must be within a reasonable time (no more than 2 weeks) of absence. All make-up work is the sole responsibility of the student.

Students unable to attend a scheduled make-up time must give prior notice or a non-changeable grade of 0 will be assigned.

Unexcused Absences:

Unexcused absences will result in a grade of 0 for all work collected on day of absence, done during day of absence, or assigned on day of absence. No exceptions.

Other Policies:

All school rules and policies concerning cheating and/or plagiarism will be strictly enforced. All rules, regulations, and guidelines for school conduct as outlined in the Lake Zurich High School Parent-Student Handbook will be strictly enforced.

English I: Classroom Contract

Dear Parent/Guardian and student,

Please review the attached policies for my class regarding behavior, homework, and discipline. To acknowledge that you have seen and understand our classroom expectations, please sign below. Please return this sheet to me by this Friday; if I do not have this form by the deadline, students may be removed from this elective course. Please keep the policies handy if you need to refer to them at a later time or would like to have my contact information.

Thank you for your cooperation. I look forward to a successful year!

Sincerely,
Carolyn Wagner
English Department

"I hereby certify that I have read and understand the expectations of Ms. Wagner's class and have discussed these with my child. I have contacted Ms. Wagner with any questions or concerns."

Parent's/Guardian's signature: _____

Parent/Guardian e-mail: _____

"I hereby certify that I have read and understand the expectations of Ms. Wagner's class and know I will be held accountable to the rules explained. I have contacted Ms. Wagner with any questions or concerns."

Student's name [PRINT]: _____

Student's signature: _____

Date: _____

Class Period: _____ **[English I]**