

## Classroom Expectations & Policies

### Expectations

Students will be respectful & courteous towards others at all times.  
Students will use class time effectively and appropriately.  
Students will be in the classroom and prepared for class when the bell rings.

### Consequences

The form, nature, and intent of the behavior will determine the severity of the consequences. Students who choose to become behavior problems will face one, a combination, or all of the following consequences

- ♦ Verbal Warning
- ♦ Parent Notification
- ♦ Loss of Participation Points
- ♦ Written Referral/Administrative Action

### Homework Policy

**Late homework will not be accepted.** Homework not received when it is asked for, even if it is completed and in your locker, will be considered late and therefore not accepted. You must complete a "yellow sheet" explanation form for your records and for mine.

**Homework is due BEFORE the bell rings.** Your homework assignment must be placed in the appropriate drawer on the front cabinet before the bell rings. **If you fail to have it there, it will be late and therefore not accepted.**

### Tardy Policy

You must be in the room and in the vicinity of your seat before the bell rings. No sliding into the room or running to your seat at the last possible moment! School's tardy consequences apply. I do not announce your tardiness to you or the class which means that you may not know that you were marked tardy. Should you have questions regarding your tardiness, I can only address it the day of the incident. You can check your number of tardies on PowerSchool.

### Absences & Make-Up Work Policy

**It is your responsibility to get your missed assignments from me on the day of your return** so you and I can establish the dates the make-up work will be due. If you fail to talk to me on the day you return, then you will receive zeros on missed assignments. You will have as many days as you missed to make-up work. For example, if you miss two days of school then you will have two days from the day of your return to complete and turn-in the homework, classwork, quizzes or tests.

Lengthy assignments, those that we spend more than three or more days preparing, are due the day of announced due date regardless of your attendance that day at school. This means a friend or a parent will need to turn in your assignment for you when you are ill the day it is due—otherwise, it is late and will not be accepted.

**It is your responsibility to get missed assignments and class work.** Students with excused absences may make-up all work missed except "pop" or unannounced quizzes. **Tests and quizzes must be made-up before or after school in room 5.** Class time will not be used as make-up time. No quizzes or tests may be made-up in study hall as well. The school's absence policy will apply.

### Grade Policy

Coursework will be weighted as follows:

- 15% Homework
- 30% Tests (includes Vocab. Tests)
- 15% Quizzes (includes announced and unannounced quizzes, literacy skills quizzes, required AR quizzes)
- 20% Composition/Projects
- 15% AR (for students who are below grade level. At or above grade level readers are exempted from this.)
- 5% Participation

**The semester exam will count as 20% of your semester grade. STAR growth is 10% of semester grade.**

## Coursework Expectations

### Homework/Classwork

**Homework** is expected to be completed at home or in study hall. **Class work** is expected to be completed and turned in during class time. Assignments in this category vary in points, but do not vary in importance. These assignments are given to you for building, practicing, and honing skills required by the State of Indiana.

Please understand that my assignments are important for your educational growth and my expectation is that you do your own work at all times. Through homework we can identify areas that need attention or clarification for you as an individual. Therefore, cheating on homework assignments is equivalent to cheating on tests or projects and will be dealt with as such. I do not tolerate cheaters or those that help others cheat; all parties involved will receive a referral for cheating and an F on the assignment. Please refer to the student handbook for the school policy on cheating.

### **Course Binder/Folder**

A course binder is required. You will be expected to maintain an organized and updated binder which must be presented for review when requested. There will be no advance notice given for such reviews. The score for binder reviews will count as quiz grades. Handouts, class notes, returned assignments, AR/STAR testing results, rubrics, tests, and quizzes are expected to be in the binder. I may add other items to this list as the school year progresses.

### **Vocabulary**

English 10 students will be using *Vocabulary Power Plus Level Two*. Please refer to the testing dates included in this packet for the dates of the tests. You will also earn homework points through the completion of a number of vocabulary practice activities.

### **Writer's Notebook**

Writer's Notebook is an important component of English 10 and I expect every student to participate during writer's notebook daily sessions. Procedures and expectations will be given in class and students will write down this information in their writer's notebook.

I will periodically review the writer's notebook over the course of the grading period for procedures, mini-lesson notes, and completion and development of daily prompts and ideas. These grades will count as part of the composition score.

### **Class Participation**

Attendance and promptness is required to be a successful student as is being prepared for class and being a positive influence on classmates and class discussions; therefore, 5% of your course grade depends on you arriving on time with all of the materials you are requested to have for class. Actively participating in class discussions and giving your undivided attention to the person who is speaking whether in a small group or a full class situation is important for everyone in the room. You will be given **two** points every school day you are present, punctual, prepared, and pleasant. Absences, tardies, and negative behaviors will result in the loss of your daily points.

### **STAR Testing/AR Reading Assignments & Quizzing**

***English 10 students are expected to read a minimum of 20 minutes EACH day.***

You will take a STAR Reading test each quarter except the first quarter, when you will take two tests. The first test will be given during the first week of school and it will establish your reading level for Quarter 1. The second test of the first quarter will be given the last week of the grading period and will be compared to your first test score in order to determine how much growth you have gained. The reading level achieved on this second test will be used to determine if you qualify for an exemption from having to earn points. At the end of the second, third and fourth quarters, you will also take a STAR test but only at the end of the grading period. That score will be compared to the previous scores to indicate your growth in reading levels. The score and the end of the semester will be used to indicate growth for 10% of your semester grade.

If you score at or above a 10.0 reading level, then you will be exempted from AR points for that quarter. ***However, you will still be required to take two AR quizzes during the grading period.*** I expect everyone to be reading and will check-in with every student periodically during the grading period to see if you are indeed meeting this expectation.

**AGAIN:** Each student, regardless of exemption status, **MUST** have one book read and quizzed over by the midterm of each quarter. By the end of the quarter, each student, again regardless of his/her exemption status, will need to have read and quizzed over a second book. Short stories and poetry titles will not be acceptable unless teacher

**approval is given. In order to read a short story or poem, you must submit a request in writing to me at the BEGINNING of the grading period. Only one per semester will be permitted.**

### Reading Literature and Informational Texts

We will be reading novels, short stories, poems, essays, dramas, creative works and a variety of informational texts throughout the school year. A list of our quarterly readings is listed within the packet. There are additional readings that are not listed.

### Writing/Composition

Once again, you will be participating in Writing Workshop this year. Through these regular writing sessions you will produce and publish a number of creative works and academic essays each grading period.

We will also conduct a few timed writings each grading period. These timed writings will not be announced and will be included in the composition portion of the grade. Further explanation of timed writings will be given in class during our first timed writing.

### Quizzes

Quizzes will be both announced and unannounced (“pop” quizzes). Content of these quizzes can include topics and ideas from class discussions, class notes, assigned readings, and even video clips or movies. You should always be prepared and ready to take a short quiz at any point in the class period.

### Tests

Tests will always be announced. You can expect multiple choice, short answer, and essay questions, and at times we may even have an occasional true/false or matching section.

### A Note about the ECA Graduation Exam

In early May you will be taking the ECA exam which you must pass in order to qualify for graduation in the State of Indiana. Everything we will be learning, practicing, and implementing is designed to help you do just that. Your cooperation and honest effort will assist you, your classmates and myself as we work toward and achieve this goal. **However, our class is about more than just passing this exam.** It is about learning about yourself and the world; it is about being able to express yourself; and it is about identifying the best way to achieve your personal educational goals.

## Important dates for your calendars

### Vocabulary Tests

Semester I	
Date	Item to Note
Aug. 21	Test: Vocab Unit 1
Sept. 4	Test: Vocab Unit 2
Sept. 18	Test: Vocab Unit 3
Oct. 2	Test: Units 1-3 Review
<b>Oct. 7</b>	<b>End of Qtr 1</b>
Oct. 23	Test: Vocab Unit 4
Nov. 6	Test: Vocab Unit 5
Nov. 20	Test: Vocab Unit 6
Dec. 11	Test: Units 4-6 Review
<b>Dec. 18</b>	<b>End of Qtr 2 (Sem. 1)</b>

Semester II	
Date	Item to Note
Jan. 15	Test: Vocab Unit 7
Jan. 29	Test: Vocab Unit 8
Feb. 12	Test: Vocab Unit 9
Feb. 26	Test: Units 7-9 Review
<b>Mar. 11</b>	<b>End of Qtr 3</b>
Mar. 11	Test: Vocab Unit 10
Apr. 1	Test: Vocab Unit 11
Apr. 14	Test: Vocab Unit 12
April 29	Test: Units 9-12 Review
May 12	Test: Vocab Unit 13
<b>May 21</b>	<b>End of Qtr 4 (Sem. 2)</b>

## Required AR Quiz Dates

**AR Quiz Dates – Must be completed by 3:15 on the date shown**

Q1 AR Quiz 1	September 3
Q1 AR Quiz 2	October 7
Q2 AR Quiz 1	November 11
Q2 AR Quiz 2	December 15
Q3 AR Quiz 1	February 3
Q3 AR Quiz 2	March 3
Q4 AR Quiz 1	April 13
Q4 AR Quiz 2	May 9*

***\*This date will correspond to the date the library closes for inventory***

**Below Grade Level Readers -----**

**You must earn your required points by the dates listed below. PLEASE do not wait to complete your quizzes.**

Qtr 1	October 7
Qtr 2	December 15
Qtr 3	March 3
Qtr 4	May 9

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Dear Parent or Guardian:

Please take a few minutes to review and discuss my expectations and policies with your student. I've asked your child to bring this home and discuss it with you. They are expected to return the last page of this document at the beginning of the class period on Monday August 10<sup>th</sup> as a 10 point homework score.

**Failing to do so will result in a 0.**

Thank you for taking time to review this document with your student. Please feel free to contact me if you have any questions or concerns. There are two email addresses at the top of the first page. Please feel free to use the gmail address to contact me after school hours. I will strive to respond as quickly as possible as long as it is before 9:00 p.m.

I look forward to working with you and your student to make this a rewarding and successful school year for all of us.

Thank you,

Stacey Chester  
Cowan Jr./Sr. High School  
English/Language Arts Dept.

765-289-7128 ext: 305

PLEASE DO NOT FOLD

# Please sign and return.

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Student Name: Last Name, First Name (print)

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Parent Name (print)

**We have read and discussed the policies and expectations set forth in the 2015-16 English 10 Policies and Expectations.**

Please indicate below if your student has regular access to the internet via a computer, tablet, or cell phone. Also, please indicate how your student can access the internet in the column at right.

**Please check all that apply:**

- |   |  |
|---|--|
| <input type="checkbox"/> My student has regular internet access via a computer or device.       | <input type="checkbox"/> Computer or laptop                |
| <input type="checkbox"/> My student does have some internet access via a computer or device.    | <input type="checkbox"/> Tablet (Android, Windows or iPad) |
| <input type="checkbox"/> My student does not have any internet access via a computer or device. | <input type="checkbox"/> Student Cell phone                |

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please neatly print an email address(es) to which I may send periodic correspondence regarding your student. Please include only the address that is checked regularly. Thank you.**

Student email: \_\_\_\_\_ @ \_\_\_\_\_

Parent email: \_\_\_\_\_ @ \_\_\_\_\_

Name of parent \_\_\_\_\_

**(Additional parent info if needed and would like to receive email notifications.)**

Parent email: \_\_\_\_\_ @ \_\_\_\_\_

Name of parent \_\_\_\_\_