English III Syllabus

Instructor: Mrs. Jerriann Garcia Email: jgarcia11@lcps.net Room: A231

Course Outline - All year we will study literature, non-fiction readings, literary elements, vocabulary, grammar, research and writing. Students will also participate in Sustained Silent Reading (SSR) and will complete reading logs for the entire year. Literature units are subject to change depending on class need and material availability.

1. Discipline yourself so others won't have to do it.
2. Follow all school policies as well as those in the LCPS handbook as they will be enforced.
3. Have a positive attitude and do your best every day.
4. Come to class prepared to learn (bring required materials every day – including laptop or ipad).
5. Raise your hand and wait to be called upon.
6. **Finish your breakfast or lunch** before class. It is rude to eat in front of others, and it makes your hands/table messy.
7. Keep hands, feet, pencils, pens, and all other objects to yourself.
8. Stay on assigned task and stay in seat during instruction unless directed otherwise.
9. Turn in assignments complete and on time.
10. Respect your classmates, teachers, and school staff.
11. Profanity, bullying and harassment will not be tolerated.
12. Follow instructions the first time they are given.
13. Water is allowed as long as it has a cap or solid lid on it. Any other drinks or snacks will need to be stored in back packs or disposed of. Paper or plastic cups from fast food places or convenience stores aren’t sufficiently sturdy and will have to be finished/disposed of before class.
14. Gum is allowed as long as I don’t hear it or see it (no snapping or popping) and should be properly disposed of in a trashcan.
15. The ECDs/Cell Phone Policy on pages 4-5 will be followed every day.

*Only good behavior will be expected in this classroom.*

**Respect**

Respect and common courtesy for the teacher and your peers must be maintained at all times. Any insulting words, reactions, or motions will not be tolerated. Please be respectful by not talking or getting out of your seat while I am addressing the class, when there is a visitor to the class, or while another student is talking. This is not only impolite, but also interferes with other students' learning. Picking up after yourself, throwing away trash, and taking care of classroom materials, to include textbooks, table, and chairs also shows respect for your classroom. At the end of class, please remain seated, as the sound of the bell does not dismiss the class. Having respect and common courtesy will help our classroom be a place where you are comfortable learning, participating, discussing, and creating.

**Attendance and Make-Up Work Policy:**

The discussions, questions, and other pertinent information that takes place on a daily basis cannot be realistically duplicated through make up work due to missed class; however, students will have the opportunity to make up work for excused absences according to the district policy. That policy states that a student has one day for each day absent to make up work given during an absence.

I will follow the LCPS policy for students who have missed class with an excused absence. It is the STUDENT'S RESPONSIBILITY to get missed assignments and keep up with class work. Students can check with me before or after school, or if time permits during class, NOT at the beginning of class when I’m trying to get class started. I suggest you have the name of someone you may call to find out what was missed. You should check on Canvas for missed work/assignments. Work requested and collected by the student before an absence is due upon return to class. If it is not turned in that day, it will be counted late. If after a reasonable amount of time (generally one week) a student has not made up a missing test, it will be scored as a zero even if the initial absence was excused.

**School-related functions do not excuse the student from assignments due or scheduled tests if they miss class. It is their responsibility to make arrangements to ensure the assignment is submitted prior to the school function and/or to make up a missed test.**

**Honor Policy**

Academic dishonesty – cheating - is not tolerated in this class. Colleges generally have a zero tolerance policy concerning academic dishonesty, workplaces expect honest employees, and we at Centennial High School are preparing our students for college and the work place.

Students are responsible for their own work, so sharing work with others will lead to disciplinary action. First offense is a shared grade between the students that have cheated. For example, if the grade was an 80% then it will be divided by the number of students cheating and shared. If two students have the same work, they would each receive a 40%. Second offenses and any thereafter will result in a zero and disciplinary action as per the school policy. Occasionally, there will be assignments made that include conferring with classmates before finishing an assignment. In those instances only, similar answers will not be considered cheating.

Copying information from the Internet and turning it in as your own work is also cheating. Students that turn in work that is copied from the Internet and not their own will receive a zero on the first offense and disciplinary action as per the school policy for any further infractions.

**Daily Work Expectations:**

At the beginning of each class, students need to be in their seat, with all needed materials, and quietly start to work. Time in class that is not used for instructional purposes will be used for working on reading, writing, grammar, or other class assignments. Wise use of this time will reduce any work that will need to be completed at home. I will dismiss the class, not the bell.

Daily work will consist of grammar, vocabulary, or a quiz at the beginning of class. There will be daily reading and writing assignments in some form, essays, short answer questions, discussions, notes, quizzes, tests, and other forms of assessments.

Students are expected to have the assigned book in class every day.

The first month of school typically is the most difficult for students. It can feel overwhelming, but developing a consistent schedule for school work, and for many students an assortment of extra-curricular activities, will ease those feelings. As the year progresses the class-work will appear to be easier, but that is only because you have learned to think and manage your time in such a different manner.

**Late Work and REDO Policies:**

The English department will take off up to 25% for work that is turned in after the designated time and date. Long-term assignments are still due on the designated date, regardless of the absence. Late work will only be accepted within one week of the due date. Make-up work, as per district policy, will be accepted without penalty.

Time management for most people is a difficult skill to develop. For this year it is essential students plan ahead for the work that will be assigned. Work assigned outside of class generally allows for at least a week before the due date, and some assignments won’t be due for several weeks or even months.

Ordinarily, students will not be allowed to retake tests or quizzes. Being prepared for the assessment the first time is a necessary skill students need to develop for their academic future.

**Extra Credit:**

Students who are responsible and complete their work on time rarely need extra credit; therefore, if you take care of your work, the grade will take care of itself.

It is occasionally possible to do an extra credit assignment. Any extra credit allowed will only apply if all assignments have been turned in – it’s not “extra” credit if the credit wasn’t done in the first place.

**Grading Scale**

Grading is based on a total points system, and will be weighted 60% for assessments (tests, essays, quizzes, major projects) and 40% for experiential tasks (class work, practice, projects, reading). The points per activity varies, with tests, major writing assignments and major projects counting for more than daily work and quizzes.

The district point system is used for determining final grades, with 40% determined from work in the first nine weeks, 40% the second nine weeks, and 20% for the final exam(s). The scoring system is replicated for the second semester.

Any work that is turned in late or not at all will have a significant impact on the overall grade. To ensure success in this class, all work needs to be completed and turned in on time.

Please be aware that not all work done in class will show up on the grade book. Some assignments are to measure readiness, and some are a building block to the main objective of a unit; the fact that they aren’t graded doesn’t lessen their usefulness in learning and practicing the concepts taught.

**Balanced Grading and Late Work Policy** Students have from the date work is assigned until the due date to submit their work. If the work is never submitted, 50% of the points are awarded due to the district’s Balanced Grading Policy. The English Department will take off 25% (maximum) for work that is turned in after the designated time and date. Long-term assignments are still due on the designated date, regardless of an absence. Late work will only be accepted within one week of the due date. Make-up work, as per district policy, will be accepted if verification has been provided to the school. The student shall have one day for each day missed to make up the missed work.

Test Make-Up Days

If you have an excused absence on a day that any type of test is taken you must make it up! The make-up day for tests will be Wednesdays during lunch. You must make a written appointment with me to make up the test. If you do not show up for the appointment your grade will be the 50% due to the Balanced Grading Policy. Please do not forget about your appointment.

**Required Materials:**

1. One 3-ring binder dedicated to English class only! (1 inch capacity minimum)
2. One package of loose leaf paper (minimum) – we use a lot of paper in English (college-rule)
3. Six paper dividers to be labeled for your ring binder
4. Table of Contents
5. Literature
6. Notes
7. Grammar
8. Vocabulary
9. Graded Papers
10. A working hi-lighter (for use in annotating and notetaking)
11. **PENS**- Blue or black ink only for most assignments. Colored ink may be used for activities such as notes in order to make certain information stand out.
12. A flash drive is **highly recommended** for research purposes and for saving class essays and presentations.
13. *Students are to keep all returned papers unless otherwise instructed (ordered by date).*
14. Reading materials: textbooks and/or novels

ECDs/Cell Phone Policy

District policy states: Electronic communication devices (ECDs) may be used by students ONLY:

A. Before classes begin in the morning and after classes end in the afternoon.

B. During regularly scheduled lunch periods.

C. During passing periods between classes.

NOTE- cell phones will not be used as an acceptable device in class for any work that needs to be completed in Canvas or No Red Ink.

It shall be the student’s responsibility to ensure that the cell phone is turned off and put away in backpacks when they enter each class period of the day and after each passing period.

Penalties for students found to be in violation of the ECD and cell phone policy or regulation shall be as follows:

1. First Offense: The student’s cell phone or other ECD shall be confiscated by the classroom teacher and returned by the teacher to the student at the end of the class period.
2. Second Offense: The student’s cell phone or other ECD shall be confiscated and retrieved by the student from the school principal at the end of the school day.
3. Third Offense: The student’s cell phone or other ECD shall be confiscated and retrieved only by the student’s parent or legal guardian from the school principal.
4. Fourth and additional offenses: Students committing repeat violations of the cell phone and ECD use policy shall be subject to additional disciplinary actions. At the discretion of the school principal, the student may be prohibited from bringing a cell phone or other ECDs to school for the remainder of the school year.

**Parents please do not try and contact your child during class time. Cell phone use in the classroom is prohibited; please do not put your child or me in the situation of having to address this issue.** If a message needs to be delivered, call the school number and the office will get the message to your child, or call them during lunch, before or after school, or during passing periods.

English/Language Arts II (Grade 11) Syllabus Confirmation and Acknowledgment

**Parents/Guardians and Students**

NOTE

By signing below, we, the parent or legal guardian, and the student, have read the entire syllabus that is located on Canvas on the Syllabus page and agree to abide by all the rules and policies of the syllabus.

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Student Name (Printed) Class Period

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Student Name (Signature) Date

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Parent/Legal Guardian (Printed) Date

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Parent/Legal Guardian (Signature) Contact email address