

SOPHOMORE ENGLISH GUIDELINES AND PROCEDURES

RULES

1. **Treat others as you wish to be treated**-Be respectful, honorable, and courteous.
2. **Be prepared** each day-bring completed homework, texts, writing journal, agenda, paper, and a writing utensil.
3. **Be punctual**, in your seat, and ready to begin when the bell rings.
4. **Be responsible**-follow directions the first time they are given, raise your hand before speaking or leaving your seat, and be attentive when others are speaking to the class.
5. Help keep the room clean; pick up after yourself!! Help keep the desks clean; write on sketch paper NOT the desks or walls.
6. The bell does not dismiss the class, the teacher does.
7. During group work:
 - ✓ Stay focused on the classwork goals.
 - ✓ Voices should remain "low" in volume.
 - ✓ When you hear the teacher's voice, pause your discussion and listen.
 - ✓ If a group member is absent, it is the group's responsibility to contact the absent member and do what is needed to meet the due date for the assignment.

GRADING

Grades will consist of classwork, homework, quizzes, tests, projects, essays and reports, journal entries, presentations, and participation.

- ✓ Participation points will consist of bringing supplies daily and by volunteering participation.
- ✓ Negative behaviors during class will detract from daily participation points!
- ✓ Academic honesty is expected amongst all students. Those found to be copying or cheating in any way will NOT receive points and will not be permitted to make up the work.

HOMEWORK POLICY

1. Complete all assignments neatly and on time.

2. LATE WORK WILL NOT BE ACCEPTED. An assignment will only be accepted at the time when it is collected.
3. When a student returns after an absence, he or she must:
 - A. Write down any assignments missed. These can be found in the homework notebook.
 - B. Obtain any handouts needed, which can be found in the homework folders.
 - C. Complete the make-up work on time. ONE SCHOOL DAY IS PERMITTED FOR EACH EXCUSED ABSENCE. Work missed during an UNEXCUSED absence will not earn points, but should be completed. A SUSPENSION is considered an UNEXCUSED absence. Failure to show the teacher an excused admittance slip immediately upon a student's return to class also constitutes an UNEXCUSED absence.

SUPPLIES LIST

1. Pens (blue or black) and #2 pencils
2. One 3-ring, 1" binder with loose leaf paper
3. One composition notebook -for journal writing
4. Textbooks-covered with a cloth or paper book cover
5. Creative materials-markers, construction paper, glue etc...
6. A box of tissue

CLASSROOM PROCEDURES

PASSES- A pass will be given at the teacher's discretion for an emergency only! A student needing special circumstances should bring the appropriate documentation from their physician.

TARDY POLICY- A student is tardy to class if they are not in their assigned seat when the bell rings or arrive after the bell without a valid pass. A detention will be assigned for arriving tardy. Students are expected to serve detentions the day after they are given or face further disciplinary action.

Please sign and date on the line below to show that you understand and agree to adhere to the guidelines and procedures of this classroom.

Student-Sign _____ **Date** _____

Parent/Guardian-Sign _____ **Date** _____