**Binder section**

Binders ought to be maintained. Your binder must be clearly labeled with your name, my name, the course + period, and the date. When organizing sections, start with course procedures and syllabus, then organize chronologically. Date and keep all handouts.

**Notebook**

Students will maintain daily notebooks. Journal topics will be provided and students will be expected to begin writing as soon as they enter the classroom. They will continue writing until the teacher signals the end of the journal session. Notebook session will last approximately 5-10 minutes.

**Absences**

When students miss class they need to contact someone in class to find out what work is due the following day. Students have one day per absence to make-up work missed. They may find any handouts in the designated file.

**Discussion**

Different discussions require different kinds of behavior. As a general rule, one speaker speaks at a time and we raise our hands. This allows discussion to flow more smoothly. We never scoff or ridicule the speaker. We disagree respectfully and wait until the speaker finishes to add our contribution.

All policies are designed to maximize learning. Thanks in advance for your cooperation.

* Selected poetry, short stories, and nonfiction
* *Holt Literature & Language Arts*
* *The Adventures of Huckleberry Finn* by Mark Twain
* *The Great Gatsby* by F. Scott Fitzgerald
* *Our Town* by Thornton Wilder
* *Their Eyes Were Watching God* by Zora Neale Hurston
* *The Crucible* by Arthur Miller

**Supplemental Materials:**

See and sign attached handout.

**Consequences**

**BEHAVIOR.** Students who do not turn their homework or classwork in on time receive a zero. Students working on homework on the due date will receive a zero.

**Plagiarism.** We follow board policy 5131.93 on Academic Integrity. Students are not to receive credit through dishonest means—cheat—or plagiarize. Consequences are zero credit up to lowering grade and eventually receiving a failing grade for the course.

**TARDIES.** Selected poetry, short stories, and nonfiction

**ABSENCES**. Students are responsible for finding out what work they missed when they are absent. Students have one day per absence to make up the assignment.

**CONSEQUENCES.** As a general rule any kind of disruptive behavior will be followed by 1)warning 2)removal from class 3)phone call home 4) referral 5) suspension.

**Grading Policy**

**Homework/classwork**—homework and classwork are assigned daily. Homework is due at the beginning of class. Turn HW into the appropriate tray with your name in the left-hand corner, my name, class name + period and the date on subsequent lines. HW and CW receive +, √, or – which are 100%, 66% or 33% and usually worth three, six, or nine points depending on weight. **20%**

\* Three missing assignments or one missing essay results in detention. Assignments will be completed.

**Tests/Exams/Quizzes**—Include traditional end of the unit exams as well as weekly and pop quizzes. **20%**

**Essays—**all essays include pre-writing turned in separately. All final drafts of Essays are typed, use MLA heading, times-roman 12 pt font double-spaced with one inch margins. **20%**

**Presentations/Projects**—all presentations need to be polished, show significant preparation, and meet the requirements of the assignment. Except for collage assignments, submitting pictures off the internet is not acceptable. **10%**

**Participation**—Students are required to participate in class discussion regularly. Students are rewarded for their contributions. Students must be prepared with binder, writing utensil, class reading, handouts received everyday to earn maximum points. **10%**

Final—20%

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

Late essays and projects receive a 20% deduction and 0 after one week.

**Procedures**