

Ms. B
Mrs. Duncan
2008-

Keep this in your binder!

Student Guide
****English I****

Course Information

Course Overview: English I is an introductory composition and literature course. The major content of this course includes composition, literature, study skills/vocabulary, and oral communications. The purpose of this course is to make students more effective communicators. Students will read, write, and speak on a variety of topics using a wide range of texts. This will prepare students for further studies in the Language Arts as well as other subjects, including careers, where reading, writing, and speaking skills are required. The goal of this course is to prepare students for further studies in English II. (*For further information, please check the program of studies.*)

Major Objectives: Students will (1) use the reading and writing process effectively (2) construct meaning from a wide range of texts (3) write to communicate ideas and information effectively (4) use listening, viewing, and speaking strategies effectively (5) understand the nature and power of language (6) understand the common features of a variety of literary forms (7) respond critically to fiction, nonfiction, poetry, and drama. Each of these objectives corresponds to the Sunshine State Standards.

Textbooks and Materials: Prentice Hall Literature series *Timeless Voices, Timeless Themes (Gold Level)*, *To Kill a Mockingbird*, Glencoe's *Writer's Choice, Vocabulary Workshop- level D*, and College Board *Springboard English Textual Power Level IV*.

Units of study

Vocabulary: roots, prefixes, suffixes, and weekly SAT words

Grammar: parts of speech, parts of a sentence, subject-verb agreement

Writing: essay format, the writing process, types of writing, mechanics

Literature: short stories, nonfiction, novel, poetry, drama (*Romeo and Juliet*)

Study Skills: note-taking, time management, communication, cooperative work

Assignment Details



SUPPLIES

Required

3 ring binder with dividers
Blue or Black ink pens only
Highlighters
College ruled paper

Recommended

pocket dictionary
correction fluid
planner

Requirements: Complete ALL work in **blue/black ink** (or it may be typed). Please refer to individual assignments to see if there are special directions. Major assignments must be typed. ****ALL Work should have the proper heading as posted in the classroom.** We will not collect class work on a daily basis, so do not lose it. If you are present and choose not to do an assignment, you choose to earn a zero. You will not be able to “make it up” later. **LATE WORK IS NOT ACCEPTABLE AND WILL NOT EARN ANY CREDIT.** The only exception is a major assignment, which will lose 15% each day it is late. This applies even if you are absent the day it is due; however, we will consider a written note from your parent declaring that the absence was due to a family emergency.

Binder: You will need a three-ring binder with dividers. There are papers you will need to have with you **every** day. Although we do not have binder checks, there are specific papers that you will need every day and we will check on regular basis.

Homework is to reinforce skills covered in class, not an in-class assignment. At the beginning of each class, check the board for homework assignments and copy them into your assignment log. You will submit all homework at the **BEGINNING** of class on the day it is due unless one of us specifies otherwise. Your assignment log will be checked periodically as a part of your binder grade.

If you who do not manage your class time wisely, you will end up completing class work at home.

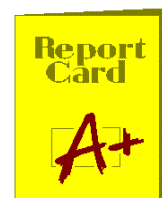
Make-up work: If you are absent, please make up the work that you missed. It is **your** responsibility to check the class notebook. You may see one of us **outside** class (i.e. 2nd lunch & before or after school) the day that you return. If you do not turn in make up work by the **Monday following an absence**, you will earn a **zero**. If you are absent for a test, you **must** make it up after school within two weeks or it will remain a zero. This allows us to grade tests and other work in a timely manner. If you miss **6 or more** days of class, you will need to earn at least 70% on the midterm/final exam in order to earn credit. This applies each 9 weeks.

⌚ Our after school hours are Mondays from 2:50-3:45 p.m. and Wednesday from 1:50-2:30 in portable 25. One of us will be after school for at least 15 minutes, and you are always welcome to come by with questions.

Grading Policy: Any work that you do might be graded. The **only** way you will receive a zero is if you do not complete an assignment on time or make up missed work in a timely manner. You may check before or after school to see what your grades are. However, we do not enter grades every day, so it is very important for you to keep track of your completed work and upcoming assignments. You should hold onto **EVERYTHING** that you do as it counts as a receipt in case there should be an error, and it will help you study for midterms and finals.

Grade Scale	
A	90-100 or 4
B	80-89 or 3
C	70-79 or 2
D	60-69 or 1
F	< 60 or 0

- √ **Literature = 30%**
- √ **Vocabulary = 30%**
- √ **Grammar= 15%**
- √ **Writing = 10%**
- √ **Binder and miscellaneous= 5%**
- √ **Semester/ Final Exam = 10%**




Extra Credit: You will have some opportunities to earn extra credit. Items include filling out the class notebook, turning in some assignments early, and completing extra work such as vocabulary sentences. We will add the points at the end of the grading period. There are no guarantees as to exactly how much extra credit will be available, nor is it likely to raise a student an entire letter grade.


Grade printouts: You will receive two grade printouts each term, one before progress reports and one before report cards. Students and parents may request a grade print out with at least 48 hours advance notice.


Duncan's Classroom Procedures


1. When you enter the room, gather any due assignments. They must be submitted when collected and will not be accepted by the teachers for credit later. Next, quietly get out the appropriate items for class.
2. As class begins, check the board for homework and review the daily agenda. We will not always review assignments or give reminders. Copy the homework assignments into your log.
3. Class will begin with the DOL. Find the work on the board or overhead and begin it immediately as time for completion is limited. We will not wait for students who are late or unprepared.
4. Sit quietly and wait for further instruction if you finish before the allotted time.

Duncan's Classroom Policies

 **Be Punctual-** You are late if you enter class after the bell has rung. Do not stand by the door until the last minute as you may not make it inside in time. If you are late, you will earn a **zero** for your DOL and lose a portion of your RAQ grade. If you are late 4 or more times, you will earn detention. ***Blue passes from attendance do not count towards detentions.* **More than 10 minutes late is out of area, not late, and is an automatic referral to the SRC.**

 **Be Prepared-** Bring all necessary materials to class every day. We will not have extra supplies for you, nor will we write a pass to your locker. Be ready to participate and learn. Study for tests ahead of time. Do not wait until the night before to complete an assignment. Ask for help well in advance if you need it. Manage your time wisely.

 **Be Polite-** Raise your hand to speak or get out of your seat and keep hurtful comments or gestures to yourself. This includes listening while others are speaking, including the teachers, and staying seated until the end of class. Packing up prior to the dismissal bell is unacceptable. Any student who is verbally abusive to another or disrupting the learning environment will be dealt with accordingly. Remember that showing respect to others portrays self-respect.

 **Be Perceptive and Productive-** Know what the assignments are and when they are due. Keep track of notes, work, and other items pertinent to class. Stay alert and focused during class so that you do not miss important information. Attendance is a key to being successful, and you must take responsibility for your missing work.

Teacher detentions: Detentions are on Wednesdays from 1:50-2:50 in portable 25. If you receive a detention on a Wednesday, you will have until the following week to serve it. You will not sleep, eat, or socialize during detention. If you are late for detention, you will be sent home that day and have an additional day added. If you are absent, you must see one of us immediately the next day to sign a new slip. Failure to serve a detention will result in a referral to the SRC.

General school policies

Regardless of what may or may not happen in your other classes, please understand that we strongly adhere to **ALL** school policies. We expect you to do the same when you are in our classroom.

- * Food and drink is **not** permitted at any time. The **only** exception is a documented medical need.
- * MP3/CD players, cell phones, and other electronic devices are **prohibited**. If they are in use during class time, they will be confiscated and turned in to the SRC. **Phones need to be turned off, not set on vibrate.
- * Students who do not adhere to the dress code will be sent directly to the SRC.
- * Students will not be issued a pass to the restroom during the first 30 or last 15 minutes of class. The only exception will be an emergency, or if a student feels ill, he/she will be issued a clinic pass. There will be no teacher passes to the vending machines, guidance, other teachers, lockers, or phones. Students who abuse restroom passes, or are out for more than 10 minutes, are out of area and will receive a referral to the SRC. (Please note you should be discrete and not interrupt the entire class to ask for a pass. We will not stop a lesson or discussion to write one unless it is an **absolute** emergency). Students will be allowed **one pass per week**, and one additional “**emergency**” pass during the grading period.

We are here to teach and learn. Our goal is to provide an environment that is conducive to learning and to teach those that are active members of our classroom community. Therefore, conscientious students will be our priority. If you are unsure of the school policies, please refer to your code of conduct that you received the first day of school. If you have any questions about anything, feel free to ask Ms. Bean or Mrs. Duncan before or after school.

☞ Students and parents may contact us at any time via school email. 

A Few Final Thoughts

"Seldom does an individual exceed his own expectations." —Unknown

"One hundred percent of the shots you don't take don't go in." —Wayne Gretzky

"You must do the thing you think you cannot do." —Eleanor Roosevelt

"The best way to predict your future is to create it." —Unknown

"Whether you think you can or think you can't -- you are right." —Henry Ford

"Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use." — Earl Nightingale

"It is our attitude at the beginning of a difficult task which, more than anything else, will affect its successful outcome." —William James

"It's not what happens to you that determines how far you will go in life; it is how you handle what happens to you." —Zig Ziglar

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it." —Lou Holtz



****Please remove from the student guide before turning in!**

Ms. B ■ & Mrs. Duncan

English I

NAME: _____

BLOCK: _____

Parents: please read and sign. **Students:** please return by _____

I hereby acknowledge that I have received and read Ms. B ■ & Mrs. Duncan's student guide, which includes classroom policies and procedures, assignment instructions, and syllabus. I understand what to expect and have asked any appropriate questions. I will be a responsible student and individual by behaving as such and abiding by all classroom policies.

Student Name: _____

Signature: _____

I hereby acknowledge that I have read Ms. B ■ & Mrs. Duncan's student guide, which includes classroom policies and procedures. I understand what my child can expect and I will contact the teachers with any questions.

Parent Name: _____

Signature: _____

Daytime phone number: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___ Ext. _____

Date: _____

(Optional) If you wish for us to contact you via email, print your address exactly as it appears. Please make sure all signs and letters are in the correct case and clearly visible.

Parent Email: _____

**BLANKET PARENTAL PERMISSION FORM FOR STUDENT VIEWING
OF PG AND PG-13 VIDEOS**

School: _____ High School _____

School Year: _____ 2008 _____

Teacher: _____ & K. Duncan _____

Course/Grade: _____ English I / 9th grade _____

Dear Parent:

Your child is taking the course indicated above, and we plan to use some videos rated PARENTAL GUIDANCE by the Motion Picture Association of America to support the course of study. All videos used in the classroom have also been viewed and deemed appropriate by _____ HS administration.

If you will grant permission for your child to view the PG and PG-13 rated videos, which we will incorporate as part of instruction, please sign below.

Your child is not required to view these videos. An alternate, related assignment will be provided if you do not grant permission to view the selected PG and PG-13 videos.



I, _____, grant
permission for my
child, _____ to view the
selected PG and
PG-13 videos for the course named above.

Signature of Parent

Date