

Mrs. Clement - ECHS
English I - Rules and Procedures
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Welcome! I am excited to be your English teacher this year and pleased that you have accepted the challenge of advanced work. You are expected to show a high level of commitment to learning which will require you to do a significant amount of reading and preparation outside of the classroom so that you are prepared for our daily classroom activities. Your actions will determine your success this year. I expect you to study, do the assigned work, ask questions when you do not understand, participate in class discussions, and follow the rules and procedures outlined below.

- I. SUPPLIES:** Please have supplies by Monday, August 15, 2022.
- A. Loose leaf paper, 3-Ring binder (2 inch), spiral notebook, dividers, pencils, black or blue pens, red pens for revision, and highlighters (at least 3).
 - B. The **dividers** are to separate your notebook into five sections:
 - 1. Assignments (copied from front board) (You may use a planner)
 - 2. Grammar
 - 3. Vocabulary/Literary Devices
 - 4. Literature
 - 5. Writing

*****The spiral notebook will go behind this last section*****

- II. MAKE-UP WORK AND ABSENCES:**
- A. A class log of assignments is kept every day. If you have been absent, simply check the log for your assignment. Do not ask me about missed assignments at the beginning of class! If you have questions, ask me at the end of the period or whenever there's a free moment.
 - B. School policy allows you the number of days missed plus one to make up any assignment GIVEN during your absence. If you are absent on the due date of a homework assignment, you must have the work in my hands by your class period the day you return. It is **your** responsibility to make up any homework or tests that you missed. Anything not made up within the allotted time will be recorded as a zero.
 - C. When making up tests, meet with me after class to schedule your make-up. Make-up tests will usually be given after school except on Fridays.
 - D. All assignments, major and daily, are to be completed on time. Late work will incur a maximum penalty of 10 percent of the total grade for each day late. A zero will be recorded after the 3rd day or the last day of the grading period in which the assignment was made, whichever comes first.

III. TEACHER EXPECTATION FOR CLASSROOM BEHAVIOR:

- A. **TARDIES:** We follow a zero tolerance tardy policy. You are expected to be in your seat and working on the warm-up when class begins.
- B. As soon as you walk through the door, sit in your desk, copy your assignment for the day, and begin working on the warm-up. I will take roll at this time. Class begins when you walk through the door.
- C. We will work the entire period in English class. It is not acceptable to close up books before dismissal. If we finish early, begin work on homework. It is also not acceptable to begin talking, get out of your seat, or walk to the door just prior to dismissal.
- D. Take care of your personal needs before you enter class. Unless you are violently ill, you belong in class paying attention to the lesson. Any student leaving the room must have an official hall pass.
- E. Every day you will need your supplies for this class. Failure to have the appropriate materials in class could affect your grade.
- F. Food and drinks, with the exception of bottled water, are allowed in the cafeteria, not in the classroom.
- G. Please keep the room neat and orderly. Throw away your trash as you leave the room. Return books, dictionaries, thesauruses, and other classroom materials to the proper location.
- H. I conduct a very structured, but open classroom atmosphere. I want you to participate and contribute on an active basis, but you should keep the rights of others in mind. I expect you to listen quietly when I am talking, listen quietly to other students when they are talking, refrain from interrupting another speaker, and treat others with the respect and dignity which you will receive from them.
- I. Sit up in a “professional manner.” My classroom is not your den, lounge, or bedroom. Your education is my personal and professional concern. I expect dignified posture and behavior from you at **all** times.
- J. Groom yourselves before you enter my classroom. Any personal grooming items being used during class will be taken up.
- K. Refrain from using derogatory words such as “shut-up.” Foul language and derogatory remarks are unacceptable and will not be tolerated in this classroom. A discipline referral will be the result!
- L. **SUBSTITUTES:** They will be treated as special guests. Discipline problems will not be tolerated.
- M. **CHEATING:** This will result in a zero, a referral, and a meeting with your parents in which you will be issued an academic warning. All work should be done independently unless you are told directly that you may work together.
- N. Electronic devices such as cell phones **are to remain in your backpack and off at all times except in the cafeteria.** Unauthorized display or use of a cell phone will result in it being confiscated and brought to the office.

IV. GRADES:

- A. Your nine-week grade will be averaged from tests, quizzes, written assignments, binders, journals, homework, and class work. All tests will be announced in advance to allow you time to prepare. Quizzes may be announced or unannounced. If you have a reading assignment, be prepared for a quiz!
- B. All major papers should be typed, double-spaced, and in 12 point font Times New Roman. **ALL** papers turned in should have the proper MLA heading. (I will teach you how to do this)
- C. Major grades are 60% of your average. Daily grades are 40% of your average.

V. Plagiarism and Academic Dishonesty

According to *The American Heritage Dictionary of English Language*, the definition of plagiarism is as follows:

1. To steal and use the ideas and writings of another as one's own.
2. To appropriate passages or ideas from another and use them as one's own.
3. To take and use as one's own the writings or ideas of another.

**** Plagiarism is a serious offense and the penalty for plagiarism – in any part or section of any paper – may result in a zero for that assignment. ****

"In an attempt to clarify possible misunderstandings, Institute faculty and staff have developed some definitions and examples of two types of academic dishonesty: cheating and plagiarism. **Cheating** is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade. **Plagiarism**, or **literary theft**, is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. **Plagiarism** is the failure to give proper credit or citation to one's sources(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism will result in disciplinary action."

****KEEP THESE RULES AND PROCEDURES IN THE FRONT OF YOUR BINDER****