**Expectations, Procedures, and Policies for English Class**



**Classroom Expectations**

1. Follow directions the first time they are given.
2. Be in the classroom and seated when the bell rings.
3. Keep hands, feet, and objects to yourself.
4. Use appropriate language; no put-downs, teasing, or other inappropriate words.

**Classroom Procedures**

A) Starting class – As you enter our classroom, follow instructions to pick up any handouts left on the desk. After picking up the handouts, walk to your assigned seat. Take out your class binder, a pencil or pen, and any other supplies that you will need. Put your belongings under your desk, making sure the aisles are free.

B) Required supplies – Come to class prepared with the proper supplies, as this is reflected in your participation grade. The first item you need to bring is your English binder that includes two pens and loose-leaf. Students are not allowed to leave class for supplies or books once class has begun.

C) If you forgot something- If you do not have something to write with, please get a writing utensil from a classmate or my supplies box *before* you sit down. Please return it at the end of class.

D) Handing in homework – Homework must be handed in to the appropriate place *before* class starts.

E) Homework completion – For homework to be considered complete, all parts of the homework must be complete, and to the best of your ability (see “G”).

G) Cheating policy – Cheating cheats you out of your own education. Cheating doesn’t help you learn, and we are here to learn. The minimum punishment for cheating will be a zero on that assignment for all parties involved.



H) Handing in late homework – Unless you are absent, late homework is not accepted. Students who repeatedly come to class without completed homework will be assigned detention to complete the work.

I) Absences – Please review the district policy regarding absences and the impact on your average. In our classroom, there is work set up for absent students. It is your responsibility to contact a classmate and pick up work you missed. You must see me the day you return (or next day) in extra help to discuss the lesson and your grade for the class assignment.

J) Movement in the classroom – Students must have the teacher’s permission to get out of their seat at any time throughout the class period. This is to minimize the distractions and time we might lose from the lesson. Limit getting up for tissues/ hand sanitizer until the end of the class session. At the end of class, take your trash as well as any scraps on the ground near your desk and place them in the trashcan.

The best idea is to use the bathroom during the break between classes.

K) End of class dismissal – The teacher, not the sound of the bell, will tell the class when it is time to get ready to go. It is a matter of courtesy to remain still when a teacher or classmate is still speaking.

L) Drills/Emergency – For drills and real emergencies, we will remain calm, leave the classroom, and walk to the appropriate place as one group. As we walk together, no students should separate from the class group.

**Classroom policies**

1. Students must sit according to the seating chart. There are no exceptions to this rule, including and especially when there is a substitute.
2. We will have many opportunities to utilize the computer labs and bring technology such as the I-pads into the classroom. Unless I specifically instruct you to use an electronic device for the lesson, you may not have them in class. I reserve the right to take any electronic device or related item that I see or hear. Electronic devices and related items are iPods, headphones, cell phones, video game players, etc. Cell phones on the desk or in your hand are an enormous distraction and it is not acceptable in class.
3. The same policy holds true for hats. Personal items will be held in the classroom until the end of the period for the first time you break this rule. After that, your belongings must be retrieved from me or the assistant principal at the end of the school day.
4. No food or drink besides a water bottle is allowed inside the classroom. This is a simple matter if keeping our classroom clean. Please refrain from chewing gum and eating candy in the classroom. Properly dispose of your trash as you exit the room.

**Grading System**

Major Tests and Essays:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 45% of grade

Quizzes/ Projects

(lowest reading quiz dropped):\_\_\_\_\_\_\_\_\_\_\_\_ 25% of grade

Class Preparation and Participation:\_\_\_\_\_\_\_\_ 15% of grade

Homework:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 15% of grade

**Consequences for choosing to meet or exceed the expectations:**

1. The joy of learning



1. Verbal praise/ Wall of Awesomeness
2. Extra credit points
3. More prizes as the year progresses!

**Consequences for choosing to not meet the expectations:**

1. Verbal warning
2. After class meeting with teacher
3. After school meeting and a call home
4. After-class, during-lunch, or after school meeting, a call home, and disciplinary referral

**9th grade curriculum:**

* 9th grade textbook with non-fiction companion pieces to literary texts
* 4 to 5 major works of literature (brief summaries on separate handout)
* Poetry and short story units
* writing units on persuasion/ argument, personal narrative, and research writing
* Freshman Seminar : vocabulary and grammar study
* Freshman Seminar: Achieve 3000 program and computer lab/ iPad projects

**FOR ANY QUESTIONS, FOR ANY REASON, AT ANY POINT DURING THIS SCHOOL YEAR, I ENCOURAGE YOU TO VISIT ME AT EXTRA HELP ON:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AND/ OR CONTACT ME AT:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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\_\_\_\_\_\_

**Expectations, Procedures, and Policies for English Class**

**Student Acknowledgment Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received, read, and

 (print student name)

accept the expectations, rules, procedures, and policies for 9th grade English class.

Student signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Acknowledgement Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received, read, and

 (print parent/guardian name)

accept the expectations, rules, procedures, and policies for 9th grade English class

with my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (print student’s name here)

Parent/Guardian Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Additional Information**

**I already have your contact numbers through the school. Feel free to add any further information that would be useful to me on the back of this page. Please visit my webpage on the school website for homework, extra credit, and my contact email (****lchacko@bellmore-merrick.k12.ny.us****). I look forward to working with you and your child this year!**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_\_\_

Mrs. Chacko

 English homework : SUPPLIES

**Student Binders**

Each day, students must bring their English binder with them to class. The size of the binder should be 1 - 2 inches.

Along with your binder, please have :

* 1. Two pens (suggested in pencil pouch for daily safe-keeping)
	2. Pack of post-its
	3. Loose-leaf

Suggested Dividers:

Literature

Vocabulary/ Grammar

Tests and Quizzes

Freshman Seminar

**You will be expected to bring your binders to class with you on or before \_\_\_\_\_\_\_\_, September \_\_\_\_.**

**\*\*\*HOMEWORK PAD/ AGENDA: You need a central place to copy homework for all your classes. You will be held responsible for reminders given by the teacher and/or posted on the homework website!**





\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_

 English homework : Writing a Letter of Introduction

Dear Mepham Class of 2020,

 Welcome to the 9th grade! We are looking forward to a great year together; we are going to accomplish amazing things. You may not believe me, but your teachers are filled with just as much anxiety and excitement and anticipation as you all are!

Let’s get started with some talking, thinking, and writing. Your assignment is to introduce yourself to me, in a letter. Please include the following information, though feel free to write more than a page and add extra details:

1. **What are you like?** How would you describe yourself? What people, things, or activities are most important to you? What is something you’re really good at? What are your best and worst traits?
2. **What do you think about school?** Do you like school? Why or why not? Do you think you are a good student? Why or why not? Do you think you are smart? Why or why not? How did you do in eighth grade?
3. **What excites you about 9th grade?** What are you looking forward to? What do you hope to learn or get out of this class?
4. **What are you nervous about?** What worries you about 9th grade in general? What worries you about 9th grade English specifically?
5. **What can I do?** This year, I expect you to do your best. What do you expect from me? What is the most important thing I need to do as your teacher to help you succeed in English class?

Your letter should:

* Begin with the salutation, “Dear Mrs. Chacko,”
* Be written in complete sentences
* Have indented paragraphs as you move from one main section to a new one
* End with the closing, “Sincerely,” followed by your name.

Have your letter ready to turn in at the due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Once again, we are going to have a challenging and rewarding year together. I can’t wait to get started☺

Sincerely,

Mrs. Chacko

 September \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mrs. Chacko,

Hi! My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I would describe myself as \_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Something that I really like to do is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the past, my attitude about school has been \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would describe my eighth grade year as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_because

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 One thing that I want to get out of 9th grade is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I hope that I learn how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 One thing I am kind of nervous about as I start Mepham is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Another thing I am concerned about is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One thing you can do to help me learn is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ This will help me because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_