**Ms. Spring’s 12th Grade English – Policies**

**General Introduction**

English IV is an active, fun class that requires you to participate. Our curriculum (as shown in the syllabus) will include reading literature that ranges from Greek tragedy to Shakespeare to 20th century poetry and novels, as well as class discussions and activities, a personal essay and, of course, the Senior Project. You will read, do research, give presentations individually and in groups, study and incorporate new words into your vocabulary, sharpen your grammar knowledge, and, of course, write!

Senior English is the culmination of many previous levels of English study. The Senior Project in particularrequires you to draw on the skills you have developed over the years in researching, writing and presenting; in addition you must organize, coordinate various activities and set your own schedule. All of these things are possible -- even fun! Ms. Spring hopes you find this year a challenging **and** enjoyable learning experience!

**Philosophy**

Everyone goes to work, and for students this means the full-time job that is school. Instead of a salary, students earn knowledge. Therefore, all students should come to class prepared and ready to learn -- just as if they were coming to work. I remember for the most part to bring my briefcase to work, to have lesson plans ready for each day, and I come prepared to do my job -- teach you. Thus, I expect you to do your job too -- show up on time, prepared to do what is asked (and maybe a little more) and behave courteously while you are here.

In the workplace, everyone is expected to behave professionally and take initiative. Use the same guidelines in class. Nobody wants to work with someone who is lazy and doesn’t do their job; therefore, take initiative and do whatever needs to be done. Similarly, nobody wants to work with a negative person who complains all the time. Be friendly and positive. If you have a legitimate complaint or concern, express it politely and positively. Remember that English IV is your JOB -- behave in a positive manner and treat everyone just as you would like them to treat you.

**Assignments and Grades**

Grades are figured as points. Assignments are given a specific value based on the type of assignment. For example, homework may be between 5 and 30 points, depending on the amount of work involved; essays are worth 50-100 points. The number of points in a quarter or semester will vary; it’s best to keep track of your grades on the ABI system using Homelink. Letter grades correspond to the following averages:

100 - 90% = A   
 89-80% = B   
 79-70% = C   
 69-60% = D   
 59 and below = F

**Class Participation and Expectations**

Our class involves daily discussion, interaction, activity and instruction, so it is very important that students attend regularly. Therefore, students are awarded 180 participation points per quarter for being in class and participating fully. Students will lose 10 points per day when they are absent. Being tardy to class, unauthorized cell phone use, or food and drinks other than water are automatic deductions; coming to class unprepared, without books or supplies, or lack of class participation such as sleeping, spacing out or otherwise not taking part in class activity are also deductions. Finally, disruptive, disrespectful behavior is definitely a deduction.

***However, points lost because of legal or excused absences can be made up by doing point makeup assignments.***

A sheet describing the types of point makeup assignments will be distributed in class. If you have questions, please ask. All point makeup assignments must be completed and submitted at least one week before the last day of the quarter; no participation makeup assignments will be accepted after that time. Point make-ups may be done in advance***,*** if for example, you know you will be absent due to a sports tournament or field trip

**Makeup Work and Late Work**

Students who are absent for legitimate reasons must make up the work they missed. **Please note: this is separate from makeup participation point assignments!** Students have the number of days equal to the number of days they missed to complete and turn in work. All makeup work must be completed within two weeks of the absence. Tests and quizzes must be made up within one week. ; If there is some reason why that deadline cannot be met, please consult with Ms. Spring**; exceptions can only be made by consulting with her*.***

Late work is accepted for full credit only if the student has a legal absence (see above). To accommodate students who have occasional difficulty in making a deadline, each student will receive two late work passes per semester, to be used within a day or two on minor assignments only, not major projects or papers. If you are unsure if an assignment can be turned in for full credit with a late pass, please ask – don’t assume! Use these passes wisely – once they have been used, there will be no more until the next semester.

In cases other than those described above, late work may or may not be accepted -- check with Ms. Spring to be sure that an assignment will be accepted. Late work will receive reduced credit if it does not meet the criteria above.

Work turned in at any time other than when Ms. Spring collects it must be placed in the Senior Late Folder and logged in, as described in ‘How To Do It’ below.

**Extra Credit**

Students who have a 70% or better may do extra credit projects for up to 30 extra points PER SEMESTER. Extra credit possibilities – such as Production Workshop plays -- are sometimes advertised; for other extra credit possibilities you’ll need to take the initiative to ask Ms. Spring what you can do. Assignments will usually involve extra reading and a written assignment. Always check with her first, before you proceed.

Extra credit is **always due****two weeks before the end of the quarter.** There are no exceptions, so plan ahead. Work received after the two week cutoff will not be accepted, nor will it be applied to the following quarter.

**Academic Honesty Policy**

Students are expected to respect and adhere to the honesty policy every day, for every assignment. What is the honesty policy? It is a promise that all the work you submit, at any time, will be *all your own*, and not “borrowed” or stolen from other sources, such as the Internet, books, magazines, or willing (or not so willing) classmates.

If you are busy, stressed out, or can’t finish an assignment because you have to work late, cheating is not the answer. Copying anyone else’s work is cheating. “Sharing” the work -- doing an assignment with another student and both turning in essentially the same work -- is also not acceptable and will be penalized. Always do your own work!

Working hard is the key to learning.No matter how minor the assignment or how little you “borrow” from other sources, cheating is stealing, and passing off something you stole as your own work is plagiarism. You won’t learn if you copy, and you’ll only cheat yourself.

In Ms Spring’s class, students caught cheating will receive a zero for the assignment, whether they did the copying or let someone copy from them. Cheating will also lead to a referral to a vice principal, which will become part of your permanent record.

**General Class Rules**

1. R-E-S-P-E-C-T! Be positive and respectful! No put-downs., whining, or back talk.
2. Be on time and prepared -- in your seat, quiet, and ready to start when the bell rings.
3. Absolutely no racist, sexist, or homophobic speech or acts -- It is hate speech, and I have zero tolerance for this!
4. Participate, participate, participate!
5. No food or drinks other than water. Cough drops are o.k. if you need them.
6. Write all work in dark blue or black ink or type it.
7. Electronic communication devices -- cell phones, iPods, iPads -- stay in your pocket or your backpack. If there is an academic reason for you to have a device out, ask first. Non-academic use of any device for which permission has been granted will mean permission is taken away – for the rest of the semester.
8. All homework and makeup work is due at the beginning of class.
9. No personal grooming during class.
10. Concentrate on English when you’re here -- no books or assignments from other classes.
11. Use your restroom passes -- two will be distributed each quarter -- to leave the classroom for any reason.
12. Bring pens & pencils, paper, your English binder and the book we are currently reading to class everyday.
13. Read during SSR.
14. When the end of class bell rings, wait to be dismissed. The bell does not dismiss you – Ms. Spring does
15. Do not tryto take care of your personal business -- field trip forms, discussion of makeup work, general questions, etc. during the first few minutes of the class period. Please SAVE these matters for the end of the class period or other down time.

# Ms. Spring’s 12th Grade English: How to Do It (A.K.A. Procedures)

Behold! Every class – and every teacher – expects things to be done in certain ways. Here are directions on various things that you may/will need to do this year. Please learn them and follow them – they exist to keep things running smoothly and minimize confusion and stress, for you and for me.

Find out what happened after an absence:

Find the scribe book. Some places to look are (1) in the wire basket for your grade level on the side table, (2) on the scribe’s desk, or (3) on the desk of a student who was also absent and hunted it down before you did. Once you find it, check the scribe’s notes on what we did in class on the day in question and take your copy of any handout distributed (they should be located in the pocket). If you still have questions, or need to see Ms. Spring, wait till the end of class to ask her – politely!

Find a missing journal entry:

If you are mysteriously missing a journal entry, check the scribe book. To locate the scribe book, see above.

Turn in work at some point after it has been collected:

Find the Late Work folder for your grade level (Green for Freshmen, purple for Seniors). Place your work in the pocket and complete the log sheet for the assignment you turn in, but **leave the last column blank for Ms. Spring**. If you turn in more than one assignment, write a line for each separate assignment. Work that is not in the pocket **and** logged in is as good as lost!

Turn in make-up participation points assignments or extra-credit assignments:

Follow the same procedure described above for turning in work after it has been collected.

Locate graded papers that were passed back when you were not in class:

Look in the wire basket for your class on the side table.

Use a bathroom pass to leave the room:

Write your name and period on the pass, to show to the Campus Supervisor if you are stopped in the hall. Then check with Ms. Spring – only one person should be out of the room at a time – and if she gives you the ok, leave the room with your pass. When you return, give your pass to Ms. Spring. Try not to disrupt what’s going on in class!

Get a signature from Ms. Spring for a form:

Wait until the end of class and ask her politely – that means “please” and “thank you!”

Get an grading error corrected:

Wait until the end of class and ask Ms. Spring politely, showing her the ABI printout and the paper she graded. Please have the graded paper – without it, no change will be made!

Talk about your grade on a particular assignment or in the class as a whole:

Wait until the end of class and ask Ms. Spring politely to meet with you. Be prepared to come during non-class time, arranged at mutual convenience. If you want to talk about a particular assignment, have the graded, returned paper with you when you meet with Ms. Spring. If you want to talk about your grade as a whole, you must come prepared with the print-out of your grades from ABI. Please come prepared – helping you succeed is a **collaboration** between you and Ms. Spring.

Request additional help:

Wait until the end of class and ask Ms. Spring (politely!) to meet with you. Be prepared to come during non-class time, arranged at mutual convenience.

Arrange to make up a missed test or in-class essay:

Approach Ms. Spring on your first day back after a missed class. Wait until the end of class, then ask her politely when would be a good time. Be prepared to come during non-class time, arranged at mutual convenience. Remember, you have only a week to make up tests or in-class essays, and it is your responsibility to make arrangements!

Find something to read during SSR:

Follow the rules for SSR! Since you should always have something to read with you, take it out and begin reading without being prompted. If for some reason you have nothing with you to read, go to one of the bookcases and select something to read. Don’t spend a lot of time browsing books, looking for the “perfect” reading material – pick something, then sit down and start reading. When the bell rings at the end of SSR, return the book to the bookcase where you found it and shelve it neatly.