**English II Syllabus**

**INSTRUCTOR INFORMATION**

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**COURSE MATERIALS**

**Pen or pencil**

**The book, essays, poems, and/or articles we are reading**

**Internet Access** -- if you don’t have internet at home, you need to devise a plan or a schedule that will allow you to be somewhere that offers internet access.

**Microsoft Word or Open Office**

**Paper**

**COURSE POLICIES AND PROCEDURES**

**Classroom Rules/Expectations:**

1. Show respect for your classmates, your teacher, and yourself.

2. Do not text or talk on your phone during class.

* First offense: Warning to the class.
* Second offense: Phone taken until the end of class.
* Third offense: Phone taken until 6th period.
* Fourth offense: Phone given to office.

3. Come to class prepared and be working at your desk when the bell rings.

4. Obey all school and district rules.

5. Do not write on the board or otherwise vandalize the classroom.

6. The bell does not dismiss you from class; I do.

7. If you bring food or drinks, do not sell and do not share.

**Bell Work:** When you walk into the classroom, there will **always** be an assignment on the board for you to work on. Please follow these procedures:

1. Walk in and find your seat.
2. Open your notebook.
3. Write the date at the top of the page.
4. Respond to the daily writing prompt.
5. Write without talking until I tell you to stop.

**Reading***:* Keeping up with reading assignments is crucial to your success in this class. If you have not read the assignment, you cannot thoughtfully participate in class discussion. If you fall behind in the reading, you will become overwhelmed and set yourself up for frustration when it comes time to write a paper or take a test. Bear in mind that some of the reading will be difficult and you may not understand it all the first time. That’s okay; I want the reading to challenge you. Do the best you can to understand, and write down questions that we can address in class. I am always happy to help you.

**I will give reading quizzes without warning.**

**Printing and Internet Access**: To save time and money, I will often require you to print reading assignments and other documents on your own from my website. Remember that the school’s resources (Media Center, computer labs, etc.) are available to you at various times throughout the day.

**Format of Homework:** Write the following information in the top-left-hand corner:

* Your name
* Class Period
* The date
* Title of the assignment

**Format of Papers:**

* Use white paper and black ink.
* Use 12-point Times New Roman.
* Double-space all text.
* Use one-inch page margins.
* On the first page, include the same information you would on any homework assignment.
* Staple the top-left corner.

**Attendance/Absences/Makeup Work:** If you miss class, it is your responsibility to find out which assignments you missed, to acquire any necessary materials, and to borrow and copy the class notes for the day(s) you were absent. Because you will have longer lead-time for papers and other major assignments, *the due date remains the same regardless of your absence*. ***If you are absent the day a paper is due, deliver it to a friend who can turn it in for you or email it to me as a word document attachment.*** If an emergency arises (illness or otherwise) and you absolutely cannot complete an assignment, I will need a note from your parent/guardian explaining the situation.

**Late Assignments:** Each class day an assignment is late, I will subtract 10% from the grade. If you do not understand an assignment, ask for help in advance to have time to finish the assignment. If you are having personal difficulties apart from class, talk to me *before* the due date so we can make other arrangements.

**Procedure for turning in late assignments:**

**If you miss work, it is your responsibility to make it up.**

1. If you have late work to turn in, gather your late work **when or before you arrive to class**.
2. Label your work as you would label your homework but also include the date you’re turning it in and the reason it’s late.
	* If it’s late for an excused reason indicated by the school’s attendance policy, write that reason along with the corresponding date. For example, “Illness on November 3,”“Diversity Club Field Trip on February 25,” etc.
	* If it’s late for an unexcused reason, just write “late.”
	* If you’re unsure if the reason is excused or not, write the reason on the paper along with the date, and I will make the final determination.
3. Place your late work in the late basket on my desk.

***If you do not follow this procedure, you will not receive credit for this work.***

**Hall Passes**: You may not leave the room without my hall pass.

1. Make sure it is not 10 minutes after class has started or 10 minutes before class ends (school rule).
2. Make sure no one else has left. Only one student may be out of the room at a time.
3. Walk up and ask me for my hall pass.
4. Return promptly, quietly, and discretely.
5. Return my hall pass to me.

**Tardy:**

1. If you have a tardy slip or a note from another teacher, place it on my desk.
2. Have a seat and quietly ask your neighbor what you have missed. Do not ask me if it will interrupt something. If there are handouts that you need, I will compile those and distribute them to you when it is convenient for me to do so.
3. If you need to speak to me about your tardy after class, do not hesitate.

***If you are tardy to class, you are still responsible for your bellwork.***

**End of Course Assessments (EOC):**

* EOC is a requirement to pass sophomore English
* **EOC counts as the final exam grade for sophomore English**
* **EOC will be 20% of your grade.**
* This test was designed by ACT and will look similar.

**Please be aware of the End of Course assessment test and know that you must do well on it to maintain your grade.**

**Plagiarism/Cheating:**I begin the year trusting each of you. Please do not abuse that trust by being dishonest. Learning cooperatively is great, and I encourage you to get together to brainstorm and discuss assignments; however,when you sit down to complete an individual assignment let the work be yours alone. Penalties for plagiarism—another word for cheating—are stiff. If a paper is obviously copied, whether from a classmate’s work, from the Internet, or any other source, it will receive no credit.

**Disclaimer:** All material in the syllabus is subject to change as necessary.