**WEST HIGH SCHOOL**

**CLASS EXPECTATIONS**

SUBJECT: ENGLISH I TEACHER: MRS. ELWOOD

**I. CONTACT:**

1. *ElwoodEducation.com* – This site provides a daily agenda as well as myriad resources. This site is public,

so there is no access code or limit to its use. Please bookmark it. ***I am NOT on eTUSD.***

2. Phone – 310.533.4299 ext. 7742 – Please allow for a one-day response time for voice mail.

3. Email – *ElwoodEducation@gmail.com*

Please provide an email address you access daily (not just at work) and check your email regularly.

I might occasionally send out weekend or after school notices.

**From your preferred email, please send the following to *ElwoodEducation@gmail.com*:**

* **Parent/Guardian’s Name with preferred title (Dr./Mr./Mrs./Ms/Miss)**
* **Student’s Legal Name and Class Period**

**II. COURSE EMPHASIS:**

English I follows the Common Core State Standards. Students will analyze multiple types of literature and learn writing and editing strategies. They will read books of their own choice and assigned books, stories, poems, plays, and articles. Students will learn the basics, such as MLA format, vocabulary, essay structure, and grammar. More complex skills will also be addressed, such as synthesizing multiple ideas and sources into a single essay and fine tune editing.

**III. REQUIRED CLASS MATERIALS:**

1. A three-ring binder with white lined paper (no spiral notebooks)

*You don’t need a separate binder for my class; just create a section for English.*

2. Recommended Tabs: Writing, Grammar, Vocabulary, Journals, Indy-R Essays

3. Pens (dark blue or black ink), pencils, erasers, a pencil sharpener, highlighters

4. Sticky/Post-it notes

5. Homework that is due and the text in current use

**IV. HOMEWORK POLICY:**

1. Homework *must* be out and ready for submission before the tardy bell rings on the day it is due. Absent students *must* turn in work the day they return. Generally, late work will not be accepted; however, special circumstances will be considered with a parent note. High-point items will be accepted with a reduction of points at 10% total value deducted for each day. Work can be emailed to demonstrate completion but will still have to be printed to submit.

2. All homework is to be typed unless otherwise specified. **When a *printer* *problem* occurs, students must save the document in Google Docs, pull it up at school, reformat it as needed and print. Or they can email the paper to their own email address (in the email *and* as an attachment) and to me as a back-up plan. Students must print work in the library or other print location before school starts. When a *computer* *problem* arises, students must still create the work (in ink) and bring it on time with a parent note verifying the problem. One additional day will be allowed to resubmit work typed.** Handwritten work must be in dark blue or black ink; pencil or colored ink is used with permission only.

3. Students must staple multi-page assignments together the night before they are due to prevent loss of class time and to ensure that no page is forgotten at home.

**V. MAKE-UP POLICY:**

1. Work missed during absences classified as legitimate may be made up. Students will have a number of days equal to the absences to make up the work.

2. When absent, students must ascertain the missed day’s assignment, which can be done by checking the website *first* and then asking for handouts, tests/quizzes or clarifications.

**VI. GRADING POLICY:**

Grades are based on the number of points earned and will be broken down as follows:

100 - 90% = A 89 – 80% = B 79 - 70% = C 69 - 60% = D 59 - 0% = F

**VII. EXTRA CREDIT:**

Do not ask for individual extra credit. Students should put their utmost effort into all assignments. If students find themselves struggling, I will be happy to discuss strategies for catching up, but I do not give out extra work to make up for poor decisions.

**VIII. CHEATING:**

Cheating will result in a U in citizenship, an Academic Dishonesty referral and a zero grade for that *entire* assignment/packet (regardless of the nature or degree of the infraction, number of pieces or total point value). Other consequences may also apply. *Cheating constitutes, but is not limited to the following*: copying any in-class or homework assignment from another student, providing opportunity for another student to copy, looking at another student’s test/quiz or giving the answers to the test/quiz to another student, conversing during the test/quiz (even while correcting), being in possession of test/quiz answers regardless of intent to use them, any degree/type of plagiarism (using words or ideas from a book, magazine, newspaper, internet, film, other student, etc. *as one’s own*), cutting and pasting or copying from one of your assignments to another, submitting work belonging to a different or previous assignment, packet, or class. Special circumstances are left to teacher interpretation.

**IX. STUDENT CONDUCT IN CLASS:**

1. All students are to be sitting quietly (with homework out), ready to work at the bell. Students remain seated until dismissed.Regular attendance, punctuality, participation and respectful behavior are expected.

I enforce the school’s policy on truancy. **Two uncleared truants will result in a U.** **Students must notify teachers of cleared truants.** Tardies impact citizenship as follows: 1 tardy can still = an E; 2-5 tardies = an S; 6 or more = an irrevocable U; 3 = progress report; 5 = detention and progress report; 6 = U; 7 and every subsequent tardy after 7 will result in a Saturday School Detention (SS&D); 10 will result in a one- or two-day suspension and a parent conference. Behavior and participation also impact citizenship. Students are responsible for filling out tardy slips, progress reports, and detention slips. Noncompliance will result in detentions and a U.

2. Mid-quarter progress reports are online; other reports may be issued occasionally. **Not returning a progress report within the required time frame will result in a detention and a U.**

3. Students may not chew gum, eat or drink (except water). Food and drink must be stored out of view.

4. Cell phones must be turned off and the use of any unauthorized electronic device is prohibited without express permission from the teacher.

**X. EXPECTATIONS AND STRATEGIES FOR SUCCESS:**

Students will be expected to work cooperatively, exploring concepts, brainstorming ideas and demonstrating understanding through discussion, writing and presentations. Success will depend upon students doing absolutely everything, saving everything given or returned, explicitly following directions, demonstrating competent writing and analytical skills, engaging in prepared and thoughtful group and class discussion, thoroughly and enthusiastically embracing learning, and behaving with courtesy and *impeccable ethics*.

**Contact Information and Commitment Form**

1. I agree to all terms and policies as per *Class* *Expectations* (pages 1 and 2). A parent/student discussion will occur regarding academic ethics (Section VI) and the tardy/citizenship policy for this class (Section IX).

2. I am aware that this class has a website, which will be bookmarked for regular use (Section I-1).

3. Parent will email Mrs. Elwood from the preferred email address (Section I-3).

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ Period: \_\_\_\_\_

Parent or guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please print contact information clearly.***

**MOTHER’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day phone Evening phone Cell phone Email **(*PLEASE* print clearly)**

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**FATHER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day phone Evening phone Cell phone Email **(*PLEASE* print clearly)**

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**GUARDIAN’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day phone Evening phone Cell phone Email **(*PLEASE* print clearly)**

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**GUARDIAN’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day phone Evening phone Cell phone Email **(*PLEASE* print clearly)**

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