



Completing and returning this 1st page earns a 100 point grade.

Dear Parents/Guardians:

Welcome to our class! I am excited to be working with you and your child this trimester. Please take a few minutes to familiarize yourself with our class rules, procedures, and behavior expectations. Then, please sign and return this paper.

I would love to contact you with news of the good things your student has done, and I often do this through email. For that reason, please provide an email address if at all possible. If you have any questions or concerns, please contact me. I look forward to working with you.

Sincerely,

Kimberly L. Medley

Student Name _____

I have read and understand what is expected of my child.

Guardian/parent signature

Date

Phone number _____

Email address _____

_____ I DO give my permission for my child to watch the classroom films/excerpts.

_____ I DO NOT give my permission for my child to watch the classroom films/excerpts.

If you or your parents/guardians have any concerns after reading this course syllabus, please write these concerns on this side.

Instructor Information:

School phone: 502-839-5118

Email address: kim.medley@anderson.kyschools.usPlanning: 5th periodWebsite: <http://www.anderson.kyschools.us/KimMedley.aspx>

English 4 Literature focuses on famous English works and includes novels, short stories, poems, and drama. We will read and survey many different aspects of British Literature, the time period in which the work was written, and how the world viewed different aspects of the world. Students will gain an understanding of the development of British literature and will practice the skills of close literary analysis through essays, approach papers, and other evaluative assessments. *Please note that English 4 Literature is a graduation requirement.*

Materials Needed:

3 Ring Binder for this class only

Tab dividers

Pencils or Black or blue pens – no other colors

Notebook paper

Access to school computers

ACHS GRADING SCALE**A 90 - 100****B 80 – 89****C 70 – 79****D 65 – 69****F 0 – 65****What to Expect In This Class...**

Every day, we will focus on the components of literacy:

Reading...Reading is an important part of life while you are in school and when you graduate. You will need to read to survive – road signs, directions, newspapers, medicine bottles, important information given to you by your doctor or your employer. Of all the content we can learn, the most valuable skill you can develop is your reading ability. We will work on developing reading skills through vocabulary, spelling, and reading selections.

Writing...You will write in your future in the forms of reports, sales agreements, business or personal letters, or notes. Expressing yourself through writing cannot be underrated, and we will develop skills in writing tasks. Some exercises may be taken through multiple drafts while others may be "draft and drop."

Language...In language skills, I refer to all parts of grammar – rules, punctuation, agreement, troublesome verbs, etc. We will address these skills in your writing.

Future Tests...You may need to take certain tests as a part of college and career readiness. We will work on skills needed to pass these tests.

For education to occur, common practices should be agreed upon and practiced. From me, you can expect to be treated with respect; to have a daily agenda on the board; and to have a chance to learn and to grow as a person. My job is to teach. Your job is to learn. We are all going to do our jobs to the best of our abilities!

Substitutes...When we have a sub, you are to follow all expectations, complete all assignments, and to treat the sub with absolute courtesy, politeness, and respect. Treat our guest better than you treat your regular teacher! Mistreatment of a guest results in difficult situations, disciplinary steps, and office write ups.

Classroom Guidelines...Posted by the light switch near the door are the guidelines that we will follow:

- ❑ **Follow directions.** This statement includes all of the school policies. Please understand that there will be no hats worn in class, and we will not be involved in any form of grooming while in class.
- ❑ **Respect the people, equipment, and furnishings of our room.** Respect yourself as well. Treat people like you want to be treated. Put your trash in the trash can, books back on the shelf, and clean up your work area. Have pride in yourself.
- ❑ **Use appropriate language.** Don't use hateful words, sexual or racist remarks, or profanity.
- ❑ **Bring all materials with you.** This includes the drafts of your papers. Have a positive attitude and open your mind. Take notes and ask questions. Be an active participant.
- ❑ **Stay put.** Learning happens when you're in class and participate. You, as my student, should plan on staying in class and being engaged in our instruction.
- ❑ **Sleep some where other than my class.** Stay awake and alert at all times. This is defined as having your head up and your eyes open. The best place to accomplish this is at your house.

Rewards for Following Classroom Guidelines...Praise and encouragement, positive contact home, free homework passes, bonus points, positive perks

Consequences of Not Following Class Guidelines

- ❑ **Warning...**I will give the student a verbal warning concerning the inappropriate behavior. This warning serves as a reminder for the student to refocus and regain control.
- ❑ **2nd Offense...**If the student continues to misbehave, the student and I will have a conference, and the parents will be contacted.
- ❑ **3rd Offense...**If the student continues to have behavioral concerns after being warned, having a conference, and parental contact, the student reports to the office.
- ❑ **Severity Clause...**Certain behaviors – including but not limited to verbal abuse, cursing, harassment, and physical violence will result in immediate removal from the classroom. Walking out of class is considered to be severe. Once you leave my room, you leave me with no option but to report that you have left, and the office will assume responsibility for you. Do yourself a favor – avoid walking out of class.

Entering the Classroom...When you come into my class, please get your materials (notebook, pencil, paper). Begin working on your bell ringer assignment.

Tardy...When the tardy bell rings, my door is closed. If you arrive after the door is closed, you are considered tardy, and I will turn in that information to the principal. This is a school policy and will be enforced. If you enter class late with a note, please put the note on my desk and begin working on what we are doing. Repeatedly bringing a note from a teacher will not be accepted. **Sorry...**

Class Supplies...If you need pencils or paper, these are always in the classroom in designated areas. Please help yourself.

Staying in Class...Where do you learn? *In the classroom.* Where should you stay? *In the classroom.* I expect you to be in the class the entire class period. If you have to leave my room, you will need to use the procedure currently being followed by the school (clipboard, note, etc). *Hall passes will not be issued the first or last 10 minutes of class.*

Class Dismissal...We will clean up right before the bell. Put away your notebooks, your pencils, your books, and throw away any trash. *You may not stand at the door at the end of the period. You are welcome to stand beside your assigned chair.*

Do You Need Extra Help?... If you need additional help with your papers, assignments, or reading, please let me know. We will work out a time after school if needed, or you can attend the school's ESS program.

Grades...Every assignment, every quiz, and every test assigned is checked or graded.

- ❑ Homework or class assignment points are typically worth 100 points; tests are typically worth 300 points; projects may be worth up to 500 points.
- ❑ If you have submitted every assignment, test, or project before the last week of class, the lowest assignment grade will be dropped.
- ❑ We have assignments in writing, bell ringers, vocabulary, reading, and spelling.
- ❑ Late work will lose points for being late.
- ❑ Cheating or plagiarism results in a **ZERO** for the assignment, quiz, or test. These points cannot be made up. (See cheating/plagiarism section below)
- ❑ You are expected to keep a notebook of all graded work. We will have periodic notebook checks (an easy grade) and you can use your notebook on your final exam. It's in your best interest to keep it organized and complete!

Final Exam...Final exams count as 20%. For this class, we will have a final that covers vocabulary, reading, writing, and other skills we work on in class.

Late Work Policy...Homework assignments may be submitted late, up to one week following the deadline unless noted otherwise by the instructor. After one week, assignments will NOT be accepted! All in-class assignments are due at the end of the period; if they aren't turned in at the end of the class period, they won't be accepted.

Classroom Films...In Literature 4, we will watch some films and excerpts of films that are rated PG, PG-13, and excerpts only from movies that are rated R. These clips are designed to increase the overall understanding of our reading. In order for you to be able to watch these films in class, you must provide parental/guardian consent. If your parent does not allow permission, an alternate assignment will be given.

Attendance...Your attendance will impact your grade. Good attendance will result in better grades and in more achievement in learning. If you have an excused absence, you have three days to make up your assignments, homework, and tests. It's your responsibility to ask for and complete your missing work. Check your class folder on the black book case in front of my desk for handouts or assignments. If you miss the day before the scheduled test or quiz, you will take the test or quiz with the class. Make up work is YOUR responsibility.

Food and drink... Although food and drink are permitted in class, please BE RESPECTFUL and use the trash cans to throw away any bottles, etc. when you are finished. Failure to do so could result in the loss of this privilege as well as ants everywhere!

Grades...With a Infinite Campus, you can see your grades at any time. If you haven't signed up for IC, we can help you get signed up.

Phone Policy...Teachers are instructed to take cell phones when we see them, and I will adhere to that policy in situations where the student is being non-compliant with expectations.

Computers...Computers in my classroom are for educational purposes. At no time are the computers to be used to play violent games. I do have administrative permission for students to listen to music PROVIDED 1) the music does not disturb any other person in the room; 2) students provide their own music source (not the computer) and use their own headphones or ear plugs; 3) finding a song does not take away from the work time the student has for the writing assignment. Should music interfere in any way with a student's progression on his/her assignments; then that student will lose music privileges.

Cool Down Time... We all have bad days. If you are having a bad day, let me know quietly. Take time to cool off and then join us. If you need to talk, let me know. We can arrange a time to talk or I can make arrangements for you to talk to the school counselors, psychologist, or drop out prevention coordinator.

Cheating and Plagiarism... Cheating comes in many forms and isn't tolerated. The most common examples include copying from someone or getting another person to do your work for you. This includes friends, parents, brothers, sisters, any person other than YOU. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as your own. Plagiarism refers to "the fake assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own; to use another's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism then constitutes intellectual theft." (MLA Handbook for Writers of Research Papers, Fifth Edition, pg. 30) Plagiarism includes copying from published works such as poetry, songs, and parts of stories, movies, or TV shows. Either of these will earn a failing grade for the assignment and possibly for the class. Don't take an unnecessary chance.

There are several kinds of plagiarism:

- ☐ Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or entire paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including *a*, *an*, and *the*, from another source without citing the source.
- ☐ Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
- ☐ Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, oral presentation, poster, project or other assignment without crediting the source.
- ☐ Downloading entire texts and presenting them as one's own work.
- ☐ Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from famous speeches, lectures, television programs, songs, or other forms of oral language.
- ☐ Improperly citing sources with the intent of misleading the reader (i.e., making up citations) as to the source of the information presented.

Cheating and plagiarism will result in a failing grade on the assignment, disciplinary referral, and parent contact. Repeated plagiarism could ultimately result in further disciplinary or academic consequences!!!

Class Free Time... We don't have free time on a regular basis, only on special occasions.

Finally, a Very Important Reminder... As a senior, you are considered a school leader, and you are on the edge of being an adult. With that in mind, I plan to treat you as if I am your supervisor and you are on the work site in our classroom. We will demonstrate respect and consideration for one another, and we will work together to develop your skills further. Your education is ultimately your responsibility, and you should seize the opportunity to improve your skills one last time before graduation. What you get out of your education is what you put into it. **Misery is optional!**