

Lowell High School
Freshman English
Ms. Apostolos
Room 713
eapostolos@lowell.k12.ma.us

Classroom Policies and Procedures

Welcome to Freshman English! I am excited to work with you during your first year of high school. The policies and procedures detailed in this plan are in place to help you succeed, so it is important that we review them together and that you understand them.

When to arrive to class:

Arrive to class within five minutes of the bell. Attendance is taken at the start of each class. If you arrive after the start of class, you must have a pass or you will be considered late. As per the student handbook, you are considered absent from class if you arrive ten or more minutes after class has started and without a pass.

What to bring to class:

You must bring a pen or pencil, your notebook, and your agenda book to class daily. Often, you will also be asked to bring your textbook, independent reading book, or journal with you. Because we have limited time together and much to accomplish, you should retrieve materials from your locker before class starts.

How to participate in class:

Participation is an important part of making the most of this class. You are expected to be prepared for class and able to participate in all class discussions and activities. Participation includes having the required class materials, taking part in teacher or peer-led group discussions on a daily basis, and actively cooperating in pairs or small groups. Maintaining appropriate classroom conduct at all times is expected. All students deserve a peaceful and supportive learning environment. Any form of bullying or disrespect toward others is taken very seriously.

What to do if you're absent:

Keep in mind: NINE unexcused absences in the semester will result in no credit status. You are responsible for all work missed due to absence. This includes class notes, class work, tests, quizzes and homework assignments. Homework due the day you are absent is due the day you return. Class work or homework assigned the day you are absent is due no later than two days after you return to school.

For any question regarding homework assignment expectations, please see me. Also, it is a good idea to have the telephone number or email of at least one classmate to be able to verify assignments and due dates. You may always email me with questions or concerns, and I will do my best to respond as soon as I can. However, I rarely check email after 8 p.m., so please plan accordingly.

If you miss a test due to absence, you must make the test up within **three** days of your return to school. If you are absent the day before a test, you are responsible for taking the test with the class at the regularly scheduled time. It is your responsibility to work with me to arrange a time to make up your work before or after school.

Tests, formal writing assignments, and projects:

Tests will be announced in advance so that you have time to prepare. You will be provided with rubrics for all formal writing assignments. While rough drafts may be handwritten, final drafts should be typed and follow MLA format. If you are unable to submit a typed final draft, a parent or guardian must sign your handwritten one. Depending on the nature of each project, you may have class time to work on it or you may be expected to work independently. Formal writing assignment and project due dates will always be announced in advance.

Quizzes:

Vocabulary quizzes will always be announced in advance. However, other quizzes may be unannounced. I will drop your lowest quiz grade each quarter.

Homework:

Homework takes many forms: long-term reading assignments, writing, studying or working on long-term projects. All homework will be accounted for through collection, class discussion, quizzes or class work. Unless specifically stated otherwise, homework is always due at the beginning of class. Homework handed in late on the day it is due will lose ten points. Homework handed in one day late will be accepted for partial credit (a maximum grade of 70). If you submit your homework two days late or after you have skipped class, your work will not be accepted for credit. I will drop your lowest homework grade each quarter.

In most cases, written homework will be graded using the rubric below:

	Grade Equivalent	Criteria
√+	100	<ul style="list-style-type: none">•Work is complete, thorough and on time•Work demonstrates <i>earnest</i> effort and original thinking•Work demonstrates <i>exemplary</i> neatness and attention to writing conventions
√	85	<ul style="list-style-type: none">•Work is complete and on time•Work demonstrates <i>satisfactory</i> effort and <i>some</i> original thinking•Work demonstrates <i>general</i> neatness and attention to writing conventions
√-	70	<ul style="list-style-type: none">•Work is incomplete <u>or</u> late•Work demonstrates <i>some</i> effort but <i>lacks</i> original thinking•Work is sloppy and shows disregard for writing conventions
0	0	<ul style="list-style-type: none">•Work is substantially incomplete or not attempted•Work is more than two days late•Work is copied from another student

Reading Checks:

A quick reading check is the best indicator of how you are keeping up. These reading checks are a way for me to know if you're completing your homework and understanding the reading assignments. Reading checks are factored into your homework average.

Media:

Film, television, and internet media may be used to enhance students' understanding of literature, to stimulate class discussion or to provide additional information on a topic. Film excerpts that may be used in class include *Romeo and Juliet*; *William Shakespeare's Romeo + Juliet*; *Shakespeare in Love*; *Gnomeo and Juliet*; *The Odyssey*; *Alfred Hitchcock Presents (Season 3, Episode 28: Lamb to the Slaughter)*; *Into the Arms of Strangers: Stories of the Kindertransport*; *The Pianist*; *The Most Dangerous Game*; *Oprah and Elie Wiesel's Interview at Auschwitz*, *The Simpsons' parody of Lord of the Flies*; *Lord of the Flies*, and *Percy Jackson and the Lightning Thief*.

Extra Help:

Extra help is always available. I am happy to meet either before or after school by appointment.

Extra Credit:

Extra Credit work is available only to students who have completed all required work. Extra credit work is neither assigned nor accepted during the last week of any quarter.

Academic Dishonesty/Plagiarism and Cheating:

The willful giving or receiving of an unauthorized text, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, text messaging, copying, or any other methodology will not be tolerated. Any student participating in any of the above behaviors will be referred to their housemaster and will be issued a 0 for any assignment(s) pertaining to these behaviors.

Plagiarism is the submission or presentation of another person's work, language, thoughts, ideas, or expressions as your own original work. This includes all information downloaded from the internet. Any student who submits plagiarized work will be referred to their housemaster and will be given a 0 for the assignment. It is important to remember to correctly cite another person's work using the MLA format (which we will review together in class). When in doubt, contact me or consult with the Online Writing Lab (OWL) at Purdue University.

Grading:

Expectations will always be clearly outlined and discussed in advance of an assignment's due date. The following is a breakdown of how you will earn your grade in English class:

Tests, writing and projects	35%
Quizzes:	20%
Quarterly Assessment:	20%
Homework and classwork:	25%

Final Note:

The rules and regulations outlined in the *Lowell High School Handbook* are taken very seriously in this classroom. In particular, the following should be noted:

- Your ID badge must be visible and worn on your lanyard around your neck at all times; if you've forgotten your ID, you must wear your temporary ID.
- If you wear a hat to school, it should be in your locker or bag until you leave.
- All sports equipment should be in your locker. If the equipment doesn't fit in your locker, you may keep it in a designated area in 713.
- Cell phones and other electronic devices should be out of sight and turned off, unless I specifically give permission to use them during a class activity.

I am looking forward to working with you this school year. It is my hope that you will learn a lot from the work that we do. I also hope to learn a great deal from you. I welcome communications from parents/guardians as well as feedback from students.

Please sign and return this entire page by September 11, 2015

September 3, 2015

Dear Parents/Guardians and Students,

Welcome to your first year here at Lowell High! I hope you are prepared for hard work and are open-minded enough to tolerate differences of opinions and challenges to your beliefs. I also hope that you love to laugh.

I am delighted to be your child's English teacher during this important academic year. I will work hard to provide students with opportunities to strengthen their reading, writing, critical thinking, and communication skills. It is my hope that students will develop more confidence in their analytical abilities and writing.

I have reviewed the course information and expectations with students. However, knowing the benefits of strong home-school communication, I would appreciate your acknowledgement that you have also read and reviewed the information online with your child.

I look forward to working with your child and meeting you at the upcoming parent-teacher night in October. If you have any questions or concerns, please contact me at any time. My email is **ea Apostolos@lowell.k12.ma.us**.

Respectfully Yours,

Elena Apostolos
English Department

I have read and reviewed the class rules, course goals and requirements with my child and I understand the expectations in English class this year.

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Would you like me to contact you by telephone or email? Please provide your contact information below

I have read and reviewed the class rules, course goals and requirements, and I understand the expectations in English class this year.

Student Name (please print)

Student's Signature
