

Classroom Rules for College English I and II

Ms. Carlson
Lexington High School
School Phone: 308-324-4691
Room 101
carol.carlson@lexschools.org

2021-2022 School Year

GRADING POLICY:

All assignments will be awarded points according to the value of the work or number of questions. **Total points will be used with each quarter worth 45% of the semester grade. The semester exam is worth 10% of the semester grade.**

Semester Test Grade (will count 10% per semester)

The grading will be

Quarter 1 Grades (45%) + Quarter 2 Grades (45%) = 90% of the First Semester Grade; Semester Test = 10%

Quarter 3 Grades + Quarter 4 Grades = 90% of the Second Semester Grade; Semester Test = 10%

The Central Community College grading scale will be used for submitting grades to CCC, so these may be different from the Lexington High School grade.

CLASS EXPECTATIONS:

As class members at Lexington High School, students are aware of the expected behavior and the learning environment needed in the academic classroom. Students are expected to act as young adults; he/she is respected and accountable as a young adult.

1. Therefore, wasting the class's time or disrupting in any way to keep another or others from learning is not acceptable. This is especially critical when the student **visits** with another when he/she is expected to be completing assigned work, reading, working in groups, or studying material during class time. Learning minutes and the use of class time are essential for success in this and all classes. The teacher is the only person who can effectively answer any questions. **Please don't believe any reason for visiting is an acceptable excuse.**

Detentions will be given for any disruptive behavior.

2. The interaction of students' ideas and comments cannot be re-enacted or accurately restated nor information only be given through lectures or teacher discussion. Questions and information from class will be on the semester tests. Please have someone in the class give you class notes outside of class if you are absent. Just because you are gone is not an excuse for missing questions on a test. Your grade will stand as is.

3. The student should have the assignment ready **at the beginning of class**. Papers should be printed in advance and turned in at the beginning of the period or submitted by the timed deadline on Google Classroom. Time will not be given in class to print papers on the due date. Make arrangements, as printers may not always be available in the school. FOCUS/Homeroom time is available on many days to print work with your teacher's permission. Students may print in the library or to my classroom before school or a pass will be written the day prior for students to come in **before** school on the due date to print papers. All papers are submitted **on paper and digitally** for grading. The teacher may ask for submission to an originality check program.

4. Students should make up work **prior** to any school activity or prearranged absence, like giving blood, a court appearance, doctor or dentist appointment, etc. The student handbook identifies these as "pre-excused" absence work. School activities are encouraged. A blank in the grading program designates a missed assignment. A check shows an assignment has been turned in but not graded yet. A blank grade will also be given allowing the

student to make up work according to the absence policy in the student handbook. However, this may be shown as a zero once the student fails to turn in work according to the handbook policies. My classroom Late Work Policy will be used. This policy reads as follows:

Each assignment in English class is important and bears weight for the student to not only be successful in the given class but also to support the success of each student as he or she prepares to become an independent member of society. Thus, the following policy will be employed to serve this purpose:

>*The due date: on specified/major assignments students may earn the maximum credit based on effort and correctness, **OR** students may turn in all assignments before the given due date (this includes excused absences for activities, college visits, or prearranged appointments.)

>One day late: students may earn a maximum of **50%** based on correctness **and dependent on individual choices**

>Two days late: **No work will be accepted. The grade for the assignment will be a “0.”**

*Simultaneously, the Lexington High School Student Handbook policies will be enforced (**in regards to excused and unexcused absences**) and are as follows:

Absences and Homework

Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork:

(a) students who are pre-excused from school should have all of their schoolwork completed and turned in to the teacher **before leaving school unless special arrangements have been made by the teacher and/or administrator;*

(b) students who miss school due to an illness or other unforeseen circumstance will be allowed two (2) days for each day absent – up to five days total – to turn in missed homework given during the absence; additional days may be allowed by the teacher and/or administrator for special circumstances (Covid-19);

(c) suspended students must have all homework completed within two (2) days after their “return date” to school, assuming all assignments during the suspension have been forwarded in due time to the student by the teacher during the suspension.

****Also, teacher discretion will be used on specific cases (when necessary)**

***Simultaneously, the Lexington High School Student Handbook policies will be enforced.** For example, a research paper assigned due Oct. 10th (example only) is due on Oct. 10th at the beginning of the class period.

Please e-mail work to the above address if an absence occurs other than a school activity. Work may be turned in by another student on the due date or placed in my mailbox prior to leaving for a school activity.

5. Students should be in the classroom the first ten minutes and last ten minutes of the class period. The student is permitted to leave the room for a call from the office or an emergency. For any other missed class time, the student is to make up **twenty** minutes of time before or after school. **No pass is given to go to the locker—ever.**

Book bags, backpacks, bags, etc. are to be placed in the hall outside the classroom next to the south lockers. Detentions will be given if a student has to enter the hall during the class period to retrieve materials (binder, pen, pencils, iPad, book, etc.)

6. Plagiarism—academic theft—will receive a “0.” No opportunity is given to make up the assignment as the student has made a choice to not cite the work of another, copy, or take credit for work that is not his/her own. Plagiarism may also be copying answers during group discussion rather than writing his/her own answer(s) after thinking about the response, or submitting the work of another. The grade is up to the discretion of the teacher.

7. **Make-up work or late work is NOT to be completed during class time.** Reading time is not time to do makeup or missed work. This work should be done before or after school or during second period after reading time on Tuesday, Wednesday, or Thursday. Work is not to be made up on Mondays while grade checks are done in the FOCUS period second period or when the Academic Teams meet on Fridays.
8. Please let me know if you would like to come in before school to work, as you MUST have a pass to be with a teacher before 7:45 A.M. I will try to leave a note on the door if I have a meeting. If I am not in my room but the lights are ON, please have the office call me via the intercom. If arrangements are made and you say you are coming in, a person of integrity gets in and gets the work made up, etc.
9. The rules of the student handbook are to be followed in the classroom (food, drink, discipline, dress code, cell phone, electronic devices, iPads, tardies, etc.). Only **water** in a clear plastic container and no food without permission are permitted in this classroom ("Snacks"). Please drink all water at a place away from your iPad or other technology. Respect is an important characteristic all work to develop at LHS. Displaying a lack of respect to staff or students will be given a 30-minute detention after a call home is made.
10. Keeping the student safe is the number one priority. Chairs and desks should have all "legs or feet" on the floor at all times.
11. Each student is responsible for all assignments and work by the due dates. The requirements are what are deemed best for our students. If you are struggling, see the teacher for help. This is your grade and responsibility.
12. Should policies change and masks are again to be worn, wearing masks throughout the class period and using the hand sanitizer and desk cleaner are requirements expected of all students in all classrooms. Please follow these guidelines and slide your mask upward for brief moments to take a drink and then replace the mask.
13. Attitude is the greatest factor in learning. Try to keep a positive attitude about our school, community, events, classes, etc. Please do not talk about other students or staff in a derogatory manner.
14. Head phones, ear buds, other electronic devices, etc. and music on student computers are not permitted unless a lesson requiring headphones is used and the teacher gives permission for headphone use ("Electronic Devices"). Then, the student is only to listen to the assigned work and remove the listening device(s). Detentions will be given for first time and subsequent violations of this rule.
15. Please use the door in the 100 Hallway only unless instructed otherwise by the teacher. A detention will be given for students who choose to be disrespectful of this request.
16. Extra credit is not permitted in this class.
- 17. The iPad is not to be used until permission is given by the teacher to open the iPad. Notes are to be taken with paper and pencil or pen not on the iPad. The iPad is to be closed until permission is given for its use. The iPad should be charged in advance for classroom use. The student is not to change seats or sit on the floor to use or charge the iPad. The iPad should be brought into the classroom and remain under the desk seat until the teacher gives permission for its use.**
18. The student must be in his/her seat by the time the tardy bell rings or have a pass from the previous teacher to indicate the student has a reason for the tardy. Please have the previous staff member call so the teacher knows you will be late; otherwise a tardy and a thirty-minute detention are given for all tardies except those to first period, which are handled by the office.
19. A detention will be given for students who visit when the teacher is helping another student, called to the phone, helping a visitor, etc. Pull out notes to study or work on your homework for a few minutes or review your word-of-the-day list.
20. Other rules as needed may be added during the school year.
21. Please make sure to sign the "Out of Room" form when leaving and returning to the class during the class period.
22. Dual credit means this class is completing the Central Community College expectations for English 1010 and 1020 plus the English 4 Honors requirements for our school. **Both** curricula are an integral part of the class.

CLASSROOM DISCIPLINE PYRAMID:

1. The course syllabus is considered a warning.
 2. Disrespectful behavior, like but not limited to lying, blurting out comments or answers in class, disrupting class, not in one's assigned seat, not turning over a cell phone when requested by the teacher, etc. are given a 30-minute detention. A teacher-student conference will be held and a parent contact with the student explaining the problem to the parent during the detention will be assigned.
 3. For the second offense, a 30-minute detention will also be given with the above process continued.
 4. For the third offense a 30-minute detention plus a conference with a counselor is required and a parent contact will be made.
 5. The fourth offense will be a referral to the office. However, if the student continues disruptive behavior in one class period, the student may be sent directly to the SRO, a counselor, or to an administrator so as to allow other students to continue their learning.
- The offense may not be the same for all students as the severity of the action determines the procedure(s) followed. The teacher will determine the disruptive or disrespectful behavior. A parent call, a counselor contact, contact with another teacher or administrator, or other means may occur at any time to help with your progress in this classroom. The utmost concern is for the safety of all students and the rights for all students to learn in this classroom without disruption.

SUGGESTED SUPPLIES:

SUPPLIES:

Two 2-inch binders

for assignments.

Notebook dividers (2 pkg.)

Pens, Pencils

Notebook paper Please cut the rough edge before handing spiral paper in

Highlighters (4 different colors) **200 Note cards**

White board or facsimile or iPad

Red pencil or pen for making corrections

SOME COURSE WORK AND ACTIVITIES:

Complete sentence work will be used for all activities except for note taking, outlines, and PowerPoint/Keynote presentations.

Complete sentence work is part of each assignment's grade for both written and oral responses.

Work in the class is from bell to bell, so be ready for a fast ride! Remember the saying, "Don't do the crime if you can't do the time." Think before you act, speak, or do. Please be conscious of how your actions and words will affect others.

