

## **English 1P**

**Mr. Ha**

**Room #: 109**

**Phone number: (714) 663-6315**

**Email Address: rha@ggusd.us**

Welcome to our English class! I am looking forward to a great year with you. The following is a summary of the general operating procedures in our class. Please read them over carefully, and keep a copy in your notebook for the year.

### **Supplies needed:**

1. 1 – 1 1/2 inch three ring binder (for this class only) or a 2-3 inch binder for multiple classes
2. notebook paper
3. blue or black ballpoint pens (All work, except for rough drafts, must be done in ink.)
4. #2 pencils
5. Highlighter
6. **Covered** Literature Book (with your name, teacher's name and period number printed clearly on the cover)

### **Grading Procedures**

Quarter and semester grades are calculated by points and will be determined by the following scale:

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

Your grade will be based on the following percentages:

<b>Practice</b>	<b>5 %</b>
<b>Formative assessments</b> (quizzes, rough drafts, classwork, notes, presentations, etc...)	<b>35 %</b>
<b>Summative assessments</b> (final essays, final tests/quizzes, projects, etc...)	<b>60 %</b>

### **Classroom Expectations for Citizenship Grades (O, S, N, U)**

1. **Be respectful** of each person's space, property, and opinions.
2. **Be in your seat bell to bell.** Students not in their seats when the tardy bell rings will be marked tardy. At the **end of the period**, the **student should not prepare to leave while the teacher is still conducting class.** The student **remains seated until the bell rings.**
3. **Be prepared.** The student always **brings the necessary materials to class** such as books, paper, pens, and composition books. Students will not be permitted to leave class to go to their

lockers without being marked tardy. Additionally, all **work is completed before entering the classroom**. It is stapled and ready to turn in before the bell rings.

4. **During class, students will work on English class assignments.** Work being completed for other classes will be confiscated and will not be returned.
5. **Cell phones and ear buds are not to be seen at all in the classroom.** If you have a cell phone then you are required to place your phone in your assigned pouch before the start of class. Failure to do so on a quiz or test day will result in a "0" on that quiz/test. The teacher is not responsible for theft or damages while cell phones are in their pouch.
6. Students are not allowed to take their phones with them to the bathroom during class.
7. If you forget to check-in your cell phone the school policy will be enforced: 1) warning 2) confiscated by teacher and collected at the end of the day 3) confiscated by teacher and given to an assistant principal. Parents will then be called to retrieve the device.
8. Water is allowed in class. All other drinks and food must be put or thrown away before the start of class. Opened drinks that do have a sealable lid are not permitted in the room.

I highly recommend that you learn to communicate with me and all of your teachers. I prefer that YOU speak to me about assignments, grades, or anything else. You may have a conference with me or email me to ask for any clarification. I am available before school and at nutrition. Learning to communicate is part of this course.

### **Consequences**

Breaking any of these rules will lead to the following:

1. Verbal warning
2. Detention (15 min, 30 min)
3. Phone call home
4. Referral

### **General Class Policies**

#### **1. Homework Make-Up/Late Policy -**

**For all work, it is the student's responsibility to ask about assignments missed during any absence.**

- A. Daily Work: With an excused absence, a student may turn in homework assignments on the day of her/his return. If an assignment has been given during a student's absence, s/he has the number of days absent to complete the work missed. Make-up tests are the responsibility of the student.
- B. Major Assignments: Because due dates are specified well in advance, essays and major projects (including those related to outside reading) are always due at or before the beginning of the class period on the scheduled date even if a student is absent from class on that date.
  - **Late papers will receive a 50% point deduction for turning it in a day late. After 2 days, the late work will no longer be accepted.**

- Please do not leave papers in the front office. Bring them to my room or send them with a friend. Emailing completed work is acceptable as long as it is sent before the start of your class period. A printed copy is required on the day you return. It is entirely the student's responsibility to remember to submit the hard copy.

## 2. **Test and Quiz Make-Up**

- Unannounced Quiz Make-Up:** With excused absences, students are allowed to make up unannounced tests and quizzes at lunch on designated make-up days. *If more than a week passes after the student's return and arrangements have not been made for a make-up quiz, a score of zero will be entered into the grade book.*
- Announced Quiz Make-Up:** If s/he missed an announced quiz, s/he should be prepared to make it up the day s/he returns to school. It is the student's responsibility to take care of this in a timely manner.
- Period Absences:** If a student is absent only for my class period on the day a test/quiz is scheduled (literary, grammar, vocabulary, etc.), s/he will receive a score of zero.

**Homework and quizzes/tests cannot be made up for cuts/truancies.**

## 3. **La Quinta High School Academic Honesty: Cheating Policy**

Please refer to page 18 of the La Quinta student planner.

## 4. **La Quinta High School Tardy Policy**

- 1<sup>st</sup> Tardy – warning
- 2<sup>nd</sup> Tardy – 15 minutes detention; parents notified
- 3<sup>rd</sup> Tardy – 30 minutes detention; parents notified
- 4<sup>th</sup> Tardy – referral to counselor; parents notified; 1 hour office detention
- 5<sup>th</sup> Tardy – referral to vice-principal; Saturday school
- 6<sup>th</sup> Tardy and more – possible drop from class; receive "F"

## **Compositions, Essays, and Out-of-Class Projects**

### **Format**

1. Instructions for each type of writing will be given as it is assigned. Please remember though that **all writing assignments must be kept** for portfolios. You are welcome to take your work home to review as long as it is returned to your portfolio.

**Drafts are required** on all major out-of-class writing assignments – including essays, book reviews, position papers, stories, etc.

**There will be a point deduction if drafts are not submitted.**

**MLA format is also expected on all typed assignments.**

Points will be deducted for not following the format.

These procedures are quite extensive, but I want to make certain everyone knows what to expect. I am sure this will be a fantastic year, and I greatly look forward to working with each of you. If you have any questions, please ask.

Dear Parent/Guardian:

I look forward to working with your child this year, and I hope to meet you at Back-to-School Night on Wednesday, September 26, 2018. Thank you.

Please do NOT detach the bottom portion of this page.  
Simply detach this page from the syllabus and return it, signed, on the day it is due.

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I have read the syllabus for Mr. Ha's class and understand the class procedures including the late and make-up work policies, classroom cell phone policy and the consequences for cheating/plagiarizing.

Print student's name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian's name (print) \_\_\_\_\_

Parent/Guardian  
signature \_\_\_\_\_ Date \_\_\_\_\_