

## **English 11 Procedures and Expectations 2010-2011 ~ Mrs. Ocone**

“Nothing great was ever achieved without enthusiasm.” - Ralph Waldo Emerson

Welcome to Mrs. Ocone’s English 11 Class at Manchester Township High School. We will have an exciting and successful year in this class. English 11 is devoted to the study of British literature and will include an analysis of literature, an intensive HSPA preparation unit, and writing. The following units of study are required: Beowulf, Macbeth, Lord of the Flies and completing a literary research paper. The following are the procedures and expectations for Mrs. Ocone’s English 11 classes for the 2010-2011 school year.

**Grading:** Determination of your grade will be based upon a total point system and will consist of classwork, homework, tests, quizzes, exams, class participation and literary research paper. The breakdown is as follows:

Classwork: This includes any assignments done during class time. Each class assignment is typically worth 10 to 50 points.

Homework: This includes any projects or assignments completed outside of the classroom. Homework assignments are typically worth 10 to 50 points.

Tests, Quizzes and Essays: Each test and essay will be typically worth at least 100 points. Quizzes are typically worth 3 to 5 points for each question on the quiz. Grading rubrics will be distributed before you have to write most essays.

Research Paper: Includes source cards, note cards, thesis statement, works cited page, draft 1 and draft 2.

Class Participation: You can earn up to 100 points each marking period for class participation. Points will be deducted for tardiness, poor preparation, forgetting your book/notebook/writing utensil, poor attitude, disciplinary problems, inattentiveness, leaving class, etc.

Exams: Your midterm and final exams each count 1/10<sup>th</sup> towards your final class grade.

**Absences and Makeup Work:** To be successful in this class, you must attend. If you miss class for any reason, it is YOUR responsibility to obtain and make up any work you missed. If you are absent on the day that an assignment is due, the assignment is expected to be turned in on the date of your return, including making up tests or quizzes. If you are absent on the day an assignment is given, the assignment is to be turned in within 1 school day after the absence, otherwise a score of ZERO will stand. Remember it is **the student’s responsibility** to obtain and complete makeup work. If a student is absent, he/she will go to the class notebook upon returning to school, copy down the agendas and notes from the class notebook, and retrieve any handouts. Check my website ([www.mrsococone.com](http://www.mrsococone.com)) for agendas when absent! If a student is absent from class but considered present in school (trip, meeting, etc), he/she is still responsible for handing in any assignments due that day; such assignments are due at the time of the class period and may be handed in by a fellow student or to Mrs. Ocone before school, otherwise a score of ZERO will be issued.

**Late Work Policy:** Each assignment is to be completed by the beginning of class on the day that it is due. Assignments handed in one day late will be penalized at 70% of point value; assignments more than one day late will NOT be accepted for credit.

**Extra Credit:** You are expected to do complete all assignments on time and with your best effort. If you do, you will have no problem passing this course. Rarely, if ever, do I assign extra credit assignments, so do not plan on those to save your grade.

**Late to Class:** Students are expected to be on time and in their seats copying the agenda and working on the “Do Now” assignment listed on the board when the bell rings. Failure to do so will result in being marked late. More than two lates to class will result in points being deducted from class participation grades each marking period.

**Planners/Leaving Class:** In order to leave class for ANY REASON, you need your own planner, as this is a school rule. Leaving class without being called to an office or without a previously issued pass will result in a deduction of class participation points. Please avoid signing up for college visits or guidance appointments during English class. Anytime you leave class you must sign back out and back in on the class log. Please visit the lavatory and go to your lockers BEFORE or AFTER class.

**Website/Email:** Assignments, as well as pertinent links and most handouts, are posted and updated each week on my website, which is [www.mrsococone.com](http://www.mrsococone.com). You can check the site at any time to see what you missed or what is due each week, or to obtain additional copies of class handouts. Specific school-related questions can be emailed directly to me at [mrsococone@mrsococone.com](mailto:mrsococone@mrsococone.com). Keep mind that agendas posted on my website are tentative and subject to change at my discretion. Students must make it a habit to copy down the daily agenda and homework from the classroom board into their student planner on a DAILY basis. ***If you email an assignment to me, you must hand in a hard copy the next time you are in class in order to receive credit for the assignment. Saying “But I emailed my work to you!” WITHOUT turning in a hard copy is NOT acceptable.***

**Materials:** Students are required to have their English binder, texts, and a writing utensil with them every day. Do not ask if you need your books...YOU NEED THEM EVERY DAY! No locker passes will be issued to retrieve your materials. Failure to be prepared will be reflected in your class participation grade.

**Binder:** This class requires a 3-ring binder with 2 sections. Set your binder up with filler paper and label one section as CLASSWORK. Include a 2nd section in the back with no filler paper marked HANDOUTS. Also include a pocket folder in the binder to neatly retain all assignments returned to you. Organization equals success!

**Texts:** You will have your English textbook, and/or novels we are reading with you in class. This book must be kept covered at all times. It is recommended to use a brown paper bag or a book sock which fits the book. Bookcovers from the library do not fit the textbooks. Failure to keep your book covered will result in detention and loss of class participation points. You are responsible for all books issued to you; keep them in the condition you received them. You will be fined at the end of the year for lost or damaged books. If you lose your textbook you will be charged \$80.

**Extra Help:** Students are encouraged to stay after school for assistance or extra help. My extra help day is typically every Tuesday at 2 pm in Room 218. I am also available every morning from 6:45 to 7 am in Room 218.

**Detention:** Students who are assigned detention are expected to attend and to be on time with work to complete. If a student does not come to an assigned detention or is more than 5 minutes late, it will result in a disciplinary referral.

**Assignment Heading/Typing Instructions:** All assignments should contain the following information in your heading (listed like this) and, if typewritten, be double line spaced:

Your Name  
Mrs. Ocone  
English 11-Period \_\_\_\_  
Date

All typewritten assignments, including essays, are to be prepared using one inch margins on all sides, use Times New Roman 12 Point Font, and be double spaced.

**Cell Phones/Communication Devices/Music Devices:** According to school policy, cell phones/communication devices/any device which plays music must be turned off and be out of sight. If for any reason your cell phone/communication device/music device makes any noise or is not out of sight, a disciplinary referral will be filled out and turned in to administration. No exceptions or excuses...this IS your only warning.

**Food/Drinks:** No food or drinks are permitted in the classroom at any time.

**Expectations:**

- As you enter the room, you are fully prepared with all materials, sit in your assigned seat, copy down the agenda and begin working on the “Do Now” assignment before the bell rings.
- You will be on time and will remain seated until dismissed by the teacher. The teachers dismiss classes, NOT the bell! Do not “pack up” early.
- You will show respect and courtesy to the teacher and fellow students, as well as to the equipment and furnishings in the classroom, at all times. A lack of respect will NOT be tolerated!
- You will follow all directions the first time they are given, and use common sense when in the classroom. For instance, you will not get up and sharpen your pencil or throw away trash in the middle of a lesson, talk out of turn, groom yourself, use inappropriate language, sleep, call out answers, eat or drink.
- You will take all of your belongings with you as you leave the classroom, including textbooks, binders, vocabulary workbooks, bags and clothing.
- In addition, students are expected to follow all MTHS rules and guidelines contained in your Student Planner.

**Final Words:** I am excited to be your teacher, and pledge that I will do my best for you to have a positive learning experience in my class here at MTHS. As responsible and respectful young adults, I am confident that I will not have to worry about disciplinary problems in this class. Positive behavior will be rewarded! Please come to me any time you have questions or require any additional assistance. I am here for you! Keep *Procedures and Expectations* in the Class Handout section of your binder.