**Ms. Carmack/English 11 Honors**

**Materials, Class Rules, and Procedures**

**Materials**

1. Loose Leaf Paper
2. Pocket Folder
3. Pocket Stapler
4. Flash drive
5. Pens, pencils and highlighters
6. Sticky Notes

**Class Rules**

1. Be courteous, and respect every individual in the room.
2. Pay attention, be alert, and participate.
3. Come to class fully prepared with all materials.
4. Be in your seat when the bell rings.
5. Leave food and drinks in designated areas outside the classroom.

**Procedures**

1. Bell-ringers are due within a designated time frame. Any student who refuses to provide me with a bell-ringer upon my request will earn a zero.
2. Students with unexcused tardies cannot make-up bell-ringers.
3. I will collect every bell-ringer, but I will not grade every bell-ringer. Because students will not receive advanced warning as to the bell-ringers I will grade, I expect them to complete and do well on all assignments.
4. All homework is due after the completion of the bell-ringer, not at any point during the class. Any student who refuses to provide me with homework after the bell-ringer will earn a zero. **Late homework is not acceptable**.
5. All work must be stapled. The student is responsible for having a pocket stapler.
6. Students must have Bethel High School Planners, with their names written in them, in order to leave the classroom. Students are not allowed to borrow planners from other students.
7. Tardy students must provide valid excuses upon entering class. I will adhere to the tardy policy established by Hampton City Schools.
8. I will accept work from students with excused absences if they abide by Hampton City Schools’ make-up policy.
9. Students can submit projects, writing assignments, and book reports late with a ten percent deduction per day for three consecutive days. If the student does not turn in the work on the third day, he or she will earn a zero. Students may also submit work via email.
10. If a student refuses to complete class work, he or she will earn a zero and will sign a sheet of paper indicating that he or she refused to work.
11. When students are absent on assignment due dates, they must submit the work the day they return to school. This policy only applies to students with excused absences.
12. All students are expected to behave appropriately during group work and participate in the completion of the project. They are not allowed to complete work that does not relate to the assignment. Any student who refuses to cooperate during group work will be removed from the group and will work alone for the duration of the project.
13. Students in level three classes must bring textbooks every time the class meets. I will not allow students to borrow books from their peers or me. Students will receive zeroes for not completing class work.
14. Students will use the proper MLA heading on all assignments and will write in blue or black ink. Students will be penalized for work that contains incorrect headings and for work written in pencil. Students will lose 5% of the assignment grade for marking period one, 10% of the assignment grade for marking two, 15% of the assignment grade for marking period three, and 20% of the assignment grade for marking period four.
15. All essays and book reports must be typed in 12 Times New Roman with one-inch margins. I will not accept handwritten papers.
16. On essay and book report due dates, all students must come to class on time prepared to turn in their papers. Students cannot arrive late to class because they were typing their papers in the library.
17. Students will complete announced and unannounced quizzes.
18. Students are expected to take responsibility for their learning. For example, if a student has a weak grammar background, he or she should practice completing exercises, or ask me for help.
19. I will not write passes for students to go to their lockers during class.
20. Students must keep all graded work in pocket folders. If a student has a zero for an assignment he or she claims to have completed, I will ask for the folder that contains all graded work. If the student cannot produce the graded assignment, the grade remains a zero.
21. Students are expected to act appropriately and treat every person in the classroom with respect. Students who refuse to act appropriately will receive verbal warnings. If students do not correct their behaviors, I will assign detention, which will be held before school on Wednesdays. In some cases, I will have students removed from class.
22. I am available to help students after school on specified days. Tutoring hours will be announced after the beginning of the school year.

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**I have read the handout that lists the materials, rules, and procedures for English 11 Honors.**

Parent’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Printed Name and Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_