English 7: Rules, Procedures, Assignments

Classroom Rules:

1. Be polite—Consider the importance of using your manners when in the classroom. This includes raising your hand to speak and not interrupting others.

2. Be respectful—All individuals, furniture, and equipment are to be treated with respect at all times.

3. Be punctual—be in your seat when the bell rings and leave the room when dismissed by the instructor.

4. Be prepared—Have all necessary books, pencils, pens, journals, etc, and make sure all pencils are sharpened before class begins.


All you need on your desk is your pencil, English folder and English book. Everything else goes on the book rack underneath your desks.

- ✓ **Assignment Journal:** Each student must bring his/her assignment journal to class and record the following; each day's lesson, homework, and grades. Weekly lessons and homework assignments are located in the back of the room on the white board, as well as any important dates to remember (due dates, tests, etc.) Additionally, keep track of your grades. Write them down or check them in Power School. It is your responsibility to be aware of your grades.
- ✓ **Hall Passes** – Your assignment journal will be your hall pass.
  - Your journal must be initialed by your instructor and you must sign out in the front of the room.
  - The hall pass may **only** be used in the **first and last five minutes** of class and/or if there is no instruction taking place. (With the exception of emergencies.)
  - **DO NOT INTERUPT INSTRUCTION TO USE PASS! If it is an emergency, just go.**
- ✓ **Attendance:** Because so much of the information on tests comes from class discussions, attendance is extremely important in order to succeed. If students miss school, they are responsible to find out what they have missed and complete missed work, notes, tests, quizzes, etc…

  Unfortunately, I am only given 40 minutes each day for instruction, so **PLEASE DO NOT** interrupt class instruction to find out what was missed during an absence. See the instructor **before school, after school, or during homeroom** to catch up on what was missed. I am also available during eighth period (plan period) or 10th period (study hall) if you have any questions.
  - NOTE: You will not get to use the hall pass because you forgot to bring something. It is your responsibility to be prepared for class.
  - NOTE: If a student is continually using the hall pass during class, his/her pass privileges will be limited.
- ✓ **Fire Drills:** In the occurrence of a fire drill, students will quickly and quietly exit the classroom in a **single file** line.
  - The row closest to the door will begin lining up and all other rows will fall in behind. Students will then proceed to **Door 3** (by the 7/8th grade art room). Stay together!
  - The row closest to the windows will need to make sure all windows are closed before leaving.
- ✓ **Writing Assignments:**

  The English department at the middle school has adopted some of the ideas of *The Collins Writing Program* into our curriculum. Because of this, different terms will be commonly used in the classroom, such as "Type 1, 2, 3, 4, and 5 Writing," "Focus Correction Areas" (F.C.A.s), "10% Summaries," and "Random Sampling." Additionally, the essential writing assignments that we will focus on will be summaries, narratives, vocabulary usage, comparison and contrast, and persuasive writing. If you have any questions about the curriculum, feel free to email me and/or look at the informational link on my website. I have included explanations of some of these activities and links that will give you more information about the John Collins writing theory.
- ✓ **Class Starter:** Most days there will be a practice question, review question, writing topic or word scramble on the board. When the bell rings and you have recorded the necessary information into your assignment journals, you

are to be seated quietly and working on the daily journal entry. Failure to do so may result in the loss of class participation points. *These assignments may be graded based on random sampling.

- ✓ **Random Sampling Assignments:** Some in-class assignments and some homework assignments may have a random sample grading system in which only certain rows of students' work will be collected and graded. Rows of students will be chosen by a random act, such as flip of a coin or a rolling of dice. These assignments will be graded with either a check (100%) or a minus (0%). If the student follows the three F.C.A.s (focus correction areas) listed and explained in class, he or she will receive a check, if he or she does not follow the instructions, he/she will receive a minus. These points will be deducted from the 50 class participation points that are given to the students at the beginning of each grading period.
- ✓ **Writing Days/ Grammar Days**: Fridays may be designated as a grammar day or a writing day. These days will be used to introduce you to writing styles and techniques and to give you time to practice them. *Subject to time constraints. For example, tests/quizzes could affect whether or not we have time for a writing or a grammar day.
- ✓ **Homework:** this will be assigned pertaining to the daily lessons and will need to be completed on time. Late homework receives **NO CREDIT. If you leave your homework in your locker, it is considered late!**
- ✓ **Tests/Quizzes:** Students will be tested on class notes, worksheets, discussion topics and different units of study throughout the year. Students will be given **at least one week** notice for tests in order to prepare appropriately. However, **quizzes may be given at any time**.

  Test Make-ups: Students are given the same amount of time to make up tests and quizzes as they were absent. However, **it is up to the student to make the arrangements to get it the test made up**. **If the student does not make up the test within the allotted time, he or she will receive a zero for the test or quiz**.
- ✓ **Vocabulary**: Students will begin the school year studying Greek and Latin roots, prefixes and suffixes and how they are used in our English language. Students will practice and be tested on these vocabulary terms. Additionally, some of the reading and writing assignments that students will be completing will have vocabulary terms that are necessary for students to learn and study and will be incorporated into tests and quizzes throughout the year. *Some of these vocabulary terms will be studied in both the English and the reading class.
- ✓ **Unit Projects, Tests, and Assignments:** We will be working on several different units throughout the school year, and each unit will contain a variety of assignments and projects. You will be expected to complete all unit work and to give 110% during class time.
- ✓ **Bonus**:
  - **Tests and Quizzes**
    - Some tests or quizzes may include questions that will be worth extra points.
    - Be sure to pay extra attention during class to know the answer to these questions.
  - **Bulletin Boards** – only available to hard working students who are struggling to grasp a concept
    - You may also choose to create a bulletin board or poster board about an English topic of your choice.
    - Bulletin boards should be used to help improve your understanding of a topic you may be struggling with.
    - If this is something that may interest you, please see the instructor for further details.
- ✓ **Cheating Policy**; If you are caught cheating you will receive a **0** for your test, assignment, homework, paper, project, etc… and will be written up. **F.Y.I Plagiarism IS cheating**.

Contact Information:
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Website: go to the Freeport web page, middle school, teacher pages, and then click on my name to find my school web page.