

# Applied English 3 Procedures

## Daily Routine

### Entering the Classroom

Your body must be in the classroom for you to be on time. If you are outside the door when the bell rings, you are late – even if your hand is on the door handle. Once inside the room, put your books and clear backpacks on the side of your desk chair, so that the aisles are clear for walking.

### Cell Phone Use

PHS school policy states no student may use noise-canceling earbuds or headphones during school hours. If caught wearing them at any time, students will be subject to disciplinary action. During class, keep your cell phones in your pocket or bag. If students use their phone in any capacity without the teacher's permission at any point during their scheduled period, they are subject to disciplinary action. If we see a cellphone in a student's immediate surroundings (including on his or her lap) during a test or a quiz, that student will receive a zero. Students are welcome to leave their phones on my desk at the beginning of class and to collect them at the end of class if they want to avoid temptation.

### Bellwork

Each morning you will get your folder and journal. You will get your vocab materials out, unless instructed otherwise.

### Asking a Question

During a lecture or class activity, raise your hand and wait to be called on by the teacher. During class discussion, wait until a peer has finished talking and then pose your question – eventually our circle discussions will feel and function more like a conversation versus a stilted class interaction where you wait to be called on.

### Noise Level

When working on independent work, you are silent. When working with a partner or in groups, you talk quietly – if music is played, talking should not be heard over the music. If I say “ladies and gentlemen,” it signals the end of the activity and you stop talking and listen to the instructions.

### End of Class Dismissal

The bell does not signal dismissal – wait for the teacher to dismiss the class, either individually, by groups, or as a class.

## Assignments

### Plagiarism

You will submit ALL papers and major assignments through Turnitin.com. Papers submitted with more than a 30% similarity index will receive a zero. Incidental plagiarism will result in the loss of a letter grade for each example present in your assignment. If the similarity index reveals that one student's text is identical to another student's text, both students will receive a zero. Students MUST use parenthetical citation for all paraphrased and quoted text found in every assignment.

### Turning in Homework

If you stay focused during class, we will try to minimize your homework. As long as we complete the necessary work in class, you won't have homework. If you miss class, you can make up the work you missed the day you return – you may have a little homework. If you don't finish a project during class, you will have to complete it for homework. When you have an assignment due, take the work out when you enter class and follow written or verbal instructions for where to put it. You need to hand in your homework on assigned day. If you are absent the day a homework assignment or project is due, it is your responsibility to submit the assignment to me the day that you return. Late homework assignments lose 2 points per school day late – even if our class doesn't meet, you can still submit assignments during pre-session. Late project assignments will lose a letter grade for each day late, unless otherwise specified.

### Tests, Essays, Quizzes

You will put these major assignments in your portfolio folders (folders that I will provide for you), so that you can refer to them when necessary. The portfolio folders will be stored in the classroom.

### Extra Credit

There are only a couple of extra credit opportunities during the year – they will be announced to the class. For instance, by attending the Fall Drama and completing a written assignment, students can earn extra

credit points in a weighted category which will be announced in class, not the final marking period average. I will not round or change your grade. You earn your final grade.

### **When a Student is Absent**

You may check your missed work by looking online at [roncoroni.weebly.com](http://roncoroni.weebly.com), where homework assignments will be posted on a weekly basis. Major assignments will also be posted online in the genesis grade book. Once you return to class, you can see the homework listed on the board and should check in with Mr. Mahony or me during the bellwork assignment or before the very end of class, to see what you missed. Sometimes I will send out classroom texts through the Remind App, to remind you of upcoming assignments or assessments. And, you can contact me through email or Remind if you have any questions. When possible, work ahead in class or ask about assignments in advance.

### **Restroom Breaks**

Use the bathroom in the first 5 minutes of class or last 5 minutes of class, unless it is an emergency. If you go during the middle of class, raise your hand and ask for permission. Sign out on the bathroom sign-out sheet and take the pass.

### **Reading Material**

If you finish your work early, you can read a magazine from the back of the room. If you are interested in reading the comics, graphic novels, or manga, you must get a permission slip signed – see me if you want a permission slip. Also, you can only read the comics, graphic novels, and manga in class – make sure to return them to the library shelf before leaving class.

### **Responding to Drill or Emergency**

Stop talking. Stop working. Put everything down and wait for further instructions from the teacher.

### **Pre-session**

If you need to make up missing work, have a question about homework, or get help studying, stop by my pre-session in room 115. If you want to ensure that you have time to conference with me, make sure that you sign up in advance – the pre-session signup calendar is in room 115. When you come to pre-session, sign in on the clipboard and find something to work on quietly until you are called. If you are disrupting other students, you will be asked to leave. Also, make sure that you have questions and work prepared.

### **English 3 Grading**

Unit Assessment/Test	(1-2)	10%
Vocab	(8-14)	15%
Reading Quizzes	(3-5)	15%
Homework/Classwork	(8-14)	20%
Projects	(1-3)	20%
Writing	(3-6)	20%

### **Professionalism Grade**

One of your homework/classwork grades consists of professionalism – you can earn points by staying focused and coming to class prepared. Earn up to 45 points per marking period by doing the following:

#### **Focus:**

- 1) Stays on task - doesn't disrupt peers
- 2) Uses class time effectively - doesn't spend an unreasonable amount of time in halls
- 3) Technology is used appropriately – phones aren't used unless given permission that day and computers are only used for assignments

#### **Preparedness:**

- 1) Has class materials (book and computer)
- 2) Computer is charged and usable in class (technical issues will not count against you) Each time that a student fails to meet focus and preparedness standards will result in a  $\frac{1}{2}$  point deduction for that category (focus or preparedness) for a total loss of up to a point a day. For students with absentee issues, the professionalism grade will be pro-rated for the time spent in class.