

Miss Arney's English 9 Honors

Procedures & Requirements

Daily Required Materials

The following materials **MUST** be brought to class each day.

- 3-ring Binder (class notebook) — this is to be used exclusively for English (you may wish to keep a second large 3-ring binder at home for vocabulary)
- Blue or Black pen (not red, green, pink, or purple)
- Looseleaf (Not notebook paper without perforated edges)
- Suggested: dry erase markers
- 3" square post-its (to annotate texts)
- 3x5 index cards
- Suggested: highlighters (for notes and personal & Xeroxed texts)
- Required texts **for the day** (refer to class agenda on Planbook)
- Required homework assignment (refer to class agenda on Planbook)

Special Note: **No assignment completed in pencil will be graded.**

ATTENDANCE

Classroom discussions and instruction are an imperative part of this course. Any absence can potentially hurt a student's academic success.

Students are expected to be in class on time each day. If a student is late or ill, he is responsible for getting the missing assignments, notes, handouts, etc. If it is necessary to reschedule a makeup exam or quiz, he will need to arrange a suitable time with me. The exam or quiz must be made up within two days of the child's return. In the event of an extensive absence, the student will be given an adequate period of time to make up missing assignments and review class notes before making up the exam or quiz; however, the exam or quiz must be completed within a week of the student's return. **Do now** assignments, **exit tickets**, and **entry tickets** cannot be made up from an absence.

Attendance is factored into each child's class participation grade. Any child with a legal absence will not earn any points towards their daily grade. Infrequent absences will *not* impact a child's overall participation grade; excessive absences will, however result in a substantial reduction of this grade.

An illegal absence (a cut or return to class without a legal readmit slip) will result in a 4 point reduction on the student's daily class participation grade. A late arrival (within the first 10 minutes of class) will result in a 1 point reduction if the child has a pass; an illegal tardy will result in a 2-point reduction from the cumulative number of class participation points.



CLASS PARTICIPATION

As class participation is approximately 5% of a student's quarterly grade, it is important that he attends class on a regular basis, is well prepared and that he engages in class discussions and group assignments. Students are rewarded for regular (and timely) attendance, preparedness and active participation. A child's class participation will be reduced if the child is regularly late or absent, if he or she misses class without a legal excuse, or if the student is off task, disruptive, or unprepared (homework and necessary class supplies).

The class participation system that is implemented affords each child the opportunity to earn more than 100% of class participation points. Any child who exceeds this maximum number of points may "purchase" rewards with their extra points.

Quizzes and Tests

1) **Vocabulary Tests:**

Vocabulary tests will be administered to assess vocabulary growth. Students will be encouraged to expand their vocabulary by applying new words in their writing and oral expression. We will strive to increase our vocabulary by 400 words throughout the year.

To stress the importance of reviewing all words regularly, vocabulary tests will be comprehensive. When an "A" is achieved on a test of sixty or more words (after test #3), a student may earn a pass that allows students to drop either a homework assignment or a future vocabulary test grade.

STUDY TIP: Study ALL of your words 15 minutes **every night**...not just a day or two before the exam.

2) **Unit Tests:**

Unit tests will be announced at least three days prior to testing date. There are no makeup exams if someone does poorly; test grades cannot be altered by participation points.

3) **Quizzes / Surprise Quizzes:**

Quizzes will frequently be administered to assess understanding. Not all quizzes will be announced. Surprise quizzes will be administered periodically to assess completion of homework or understanding of lectures and class discussions. A quiz should be expected at the conclusion of any assigned reading. Students may also expect periodic "notebook checks" to ensure they are maintaining organized and thorough notes. Again, students are expected to have a three-ring binder for the class. All students will be given specialized binder dividers created specifically for English 9H to help keep the binders organized.

4) **What happens if I miss a test or quiz?**

Tests that are missed due to absences must be made up within 3 days of the student's return or a "0" will be computed into the student's average. **It is the student's responsibility to schedule such a makeup exam.** **On occasion, quizzes will be returned prior to a student's return to class or I determine a quiz cannot be made up for reasons of my own (for instance, a specific skill was being assessed to make certain students were taking notes the day before). In this case, a student may carry a 0 for this quiz, but it can be dropped at the end of the quarter with participation points.

5) **Bonus Quizzes**

For each quarter, I may offer a bonus quiz. This allows students who were absent for a quiz that could not be made up or for students who have failed previous quizzes to raise their grade. The bonus quiz will be administered **after school** on one day to be determined near the end of the quarter. This quiz will replace one quiz grade from that quarter.

Students who have earned enough participation points may drop the lowest quiz and/or vocabulary test in the quarter. Test grades cannot be dropped; however, students are encouraged to visit the website each quarter for extra credit opportunities to help boost their grades.

EXTRA HELP



I have an open-door policy for extra help sessions.

Extra help should be available after school almost every **Tuesday, Wednesday & Thursday** afternoon -- you just need to ask. Please check with me prior to that afternoon to ensure that I will be there at the desired time.

General review sessions will be scheduled before any major test or deadline of an important assignment. These sessions will be announced a few days prior to the review during class and will be listed on the weekly homework sheets/ webpage.

Students are encouraged to schedule a conference if they have a question about course material, an assignment, their grades, or the need to make up an assignment or test.

I would like to stress, too, that I prefer a question be asked than an assignment not be done. If you encounter any difficulty with an assignment while at home (weekend/ vacation/ evening), you may call me at home for clarification rather than ignore the homework. In addition, if you would like me to review an essay before it is due and it is over a vacation period, you may attach it to an email. While I encourage correspondence from my students and their guardians, I do ask that my e-mail address not be used for chain mail or spam forwards. Thank you.

Home #: 845-406-4532
Voice mailbox: 620-3800 x4006
(Please use home of EO instead)

English Office: 620-3841
email: missarney1@optonline.net or
arneyd@pearlriver.org (**Please do not send assignments to my school email address; they often go into the SPAM filter.**)

Class Blog: <http://missarney.weebly.com>
Webpage: <http://missarney.weebly.com>

Planbook (homework): <http://planbookedu.com/s/2INVA> (there is a link on the website)

Special Note: Please do NOT email me with questions about a nightly homework assignment as I usually check my email late in the evening. If you have a question about an assignment due the following day, call me instead or consult the "Random Musings/ Homework Help" thread of the class blog or the Facebook group page.

A Special Request to Parents:

In compliance with PRSD School Board Policy, I may not respond to your child's email if you have not signed the waiver for me to do so.

If you have not given teachers permission to respond to your child's email, I would ask that you please have your child use **your** email address when he/she sends me a question or an assignment that necessitates a response from me. You may then monitor the conversation and relay my information to your child.

When setting up your **Jupitergrades** account with your child, please input whichever email address I may use to send messages to your child. Note that most messages I send to the children via Jupitergrades will be sent to you as well. If you prefer your messages from Jupitergrades to be sent in Spanish, you can requests that when you set up your account.

HOMEWORK POLICY

Homework is an important element in a student's success. It is not meant to simply keep a child busy; rather, it serves to reinforce a daily lesson or introduce a new unit. Students are expected to devote time and effort to **any and all** assignments issued in the course.

* Homework is posted on the planbookedu.com site (the link can be found on my website)

* Homework is expected to be **completed as assigned** and submitted on the day it is due.

* Homework that is incomplete, illegible or substandard will be given an "F" or returned for revision.

Any student who turns in assignments that are chronically illegible (3 or more) will be required to TYPE all assignments -- including spelling sentences.

* All students should take great pride in any assignment that is to be submitted. For this reason I would like to emphasize that any assignment turned in on a ripped-out piece of notebook paper will NOT be accepted. Please remember that a 3-ring, looseleaf binder is required for this course.

* **Homework that is turned in late will be penalized as follows:**

1 day late: 5 points off grade earned

2 days late: 10 points off grade earned

3 days late: 15 points off grade earned

4+days late: Homework assignments will not be accepted.

Please note that weekends and vacation days DO COUNT when days late are calculated. If an assignment is due on Friday and is submitted on Monday, the maximum grade possible is an 85% (15 points off for 3 days late).

Major essays & projects will be penalized 10 points for each day they are not submitted. They will not be accepted after 3 days. Please note that weekends and holidays ARE factored into the penalty (e.g., a homework assignment due on Friday but submitted on Monday will lose 15 points; an essay or project will lose 30). To avoid such hefty penalties, students may email me late assignments.

☛ **Important note:** If a student is absent on the deadline for a long-term assignment, that assignment **must** be sent in with another student, by a parent/ guardian, or by other arrangements to avoid a penalty. In most cases, these assignments may be sent as an email attachment.

* **"NO HOMEWORK PASSES"** may be earned as a reward for exceptional academic performance and may be used to be exempt from designated assignments **or** to eliminate a low grade for a previously submitted assignment. "No Homework Passes" may **NOT** be redeemed for essays, papers, tests, reading assignments, quizzes, "minis", journals, or class projects. **No Homework Passes DO NOT** excuse you from a reading assignment.

With some minor exceptions, **homework agendas** will be posted on the planbookedu.com site (link available from class website) by Sunday night. The agenda will not only list daily assignments, but will also indicate due dates and progress checks of upcoming tests, projects, or long-term assignments. On occasion, **modifications may be necessary** on the weekly assignment sheets. Any student who is absent is expected to ask about any such changes; all students are encouraged to consult the website regularly for changes and updates.

A special note regarding **Vocabulary Flashcards:** Students are required to create flashcards on index cards for each vocabulary unit. There is a very strict policy that I have been compelled to enforce: **ANY INCOMPLETE SET OF FLASHCARDS (even missing 1 card) WILL RESULT IN A 0 FOR THE ASSIGNMENT.** Students must count the cards prior to submitting them...and be certain that a former vocabulary word card has not accidentally been included in lieu of a new word. The missing card(s) will **not** be accepted once I have graded them and determined one or more missing so the (-5) points per day policy does not apply to these. Misspelling a vocab. word on a card = -10 pts.

Behavioral Expectations

It is my understanding that all students are well aware of how they are expected to behave in class. Every student enters the classroom with the inherent right to learn; I enter my classroom with the inherent right to teach. Conduct that interferes with any student's right to learn will be dealt with severely. The following guidelines indicate the expected behaviors of my students and the corresponding punishments with any breach of the class rules.

In order for every student to achieve academic excellence, all students are expected to be in their seats with their required materials when the bell rings. Any student who is late is required to have a legal pass (from a teacher or from the main office). Students will receive a warning for the first late arrival not exceeding 3 minutes; a school-assigned detention will be administered for every 3 tardies.

All students are expected to conduct themselves maturely and appropriately in class. The following rules will be adhered to during class:

- 1) Students must be in their assigned seat with all appropriate materials when the bell rings.
- 2) Disrupting or distracting other students by talking, making silly noises, etc. is not allowed.
- 3) No inappropriate, profane or obscene language may be used in class. This includes teasing, harassing or insulting another student in the class.
To encourage and foster an environment conducive to cooperation and collaborative learning, students will be absolutely prohibited from using the expression "Shut up" and from referring to another person as "stupid" or any of its synonyms. Use of such language will result in an **immediate detention and a loss of class participation points.**
- 4) Students are to keep hands and objects to themselves (no paper basketball!)
- 5) No cheating, copying or plagiarizing will be tolerated (see attached).
- 6) Cell phones, MP3s, and other electronic devices are strictly prohibited & will be confiscated.

An infraction of any of these expectations will result in disciplinary action taken in the following steps:

- 1st infraction: Warning
2nd infraction: After school detention (15 minutes).
3rd infraction: After school or morning detention (40 minutes) with phone call home & referral.

Severe Clause: Restricted study hall, morning detention, phone call home and referral.

If a student misses an assigned detention without a legal excuse (e.g., illness with presentation of doctor's note), that student will be issued a referral **and** a school-assigned detention.

Please note that any and all infractions listed here will also result in a penalty to the class participation grade as participation points will be deducted. This includes off-task behavior, failure to have required materials, talking to classmates in a disruptive manner, etc.



CHEATING, COPYING, AND PLAGIARIZING

*Honor: a keen sense of right and wrong;
adherence to action or principles considered right; integrity
(Webster's New World Dictionary)*

Students in English 9 Honors are expected to be the leaders of the Class of 2018; their behaviors should be exemplary, particularly in the classroom. Cheating (and THIS INCLUDES USING ONLINE SITES SUCH AS SPARKNOTES)

While peer sharing of ideas and questions is both permissible and encouraged, cheating is neither permitted, or tolerated, in this class. It is more responsible to admit to having difficulty with an assignment than to turn in fraudulent work. Any student caught copying an assignment or cheating on a test will be dealt with in the sternest manner possible.

What do I consider cheating?

Any time a student takes ideas or information from another student or a student "help" site like SparkNotes, he is cheating. This includes copying answers into study guides or taking notes from a source that is not the authentic and original text. Please see the information from the PRHS Code of Conduct on the next page.

As most honor students will be interested in joining the National Honor Society, they should keep in mind that their ethics are as important as their grades in determining candidacy for that organization. Instances of cheating or plagiarizing will be reported to the NHS when they apply.

COPYING HOMEWORK:

Please note that homework is to be completed by students **individually**. THIS INCLUDES STUDY GUIDES!!!!!!!!!! If students have any questions regarding an assignment, they should seek the help of a teacher, not another student. **CREDIT WILL NOT BE GIVEN TO ASSIGNMENTS THAT ARE DONE "TOGETHER"** unless the assignment is specifically geared to be a cooperative or group task. **I will be clear when students may collaborate. If I do not specify that an assignment is collaborative, IT ISN'T.** And, to be clear, the student who GIVES the assignment for another/others to copy is equally guilty and will receive the same punishment.

CHEATING ON A TEST; PLAGIARIZING AN ESSAY/WRITING ASSIGNMENT:

Using contraband materials on a test or to complete an essay will result in a 0 on the assignment and will be reported to the school principal for further action. If you give me reason to suspect you are cheating, you are cheating.

A Note About SparkNotes & Other Such "Study-Aid" Sites:

DO NOT USE THEM. If I suspect that the ideas expressed in your writing assignments, quizzes, or other assessments reflect those from any on-line "grade saver" sources, you will be given a 0 that will not be dropped from your score. If this happens more than once, actions will be taken not limited to notification to guidance and administration.

I have access to these sources as well. If I suspect that students are reading SparkNotes instead of the actual texts, I will ensure that students must read the texts by making the quizzes more specific, requiring much more careful attention to the texts.

From the PRHS Code of Conduct: Academic Integrity? (page 47)

[...] the PRHS faculty will have a zero tolerance policy for cheating.

1. Students may not copy from another student's test, quiz paper, or work, including homework. During a test or quiz, students must avoid even the appearance of cheating by putting away all notes, cell phones and other electronic devices, keeping their eyes on their own papers, working in silence, and refraining from leaving their seats. Discussing homework with other students is encouraged, but copying homework from another student or from your textbook is unacceptable. Homework must be written in the students' own words.
2. In any course submitting another student's paper and representing it as your own is forbidden.
3. We encourage students to collaborate and deepen their knowledge of their subjects by fully discussing academic topics. Students may collaborate with others on assignments. If a student is unsure about the appropriateness of collaboration for a specific assignment, he/she should consult with the teacher. When collaboration takes place, the work should clearly bear the names of all the students who participated. However, students need to practice their critical thinking and writing skills by independently structuring their responses to assignments and writing with their own words. By merely copying the form and paraphrasing another's ideas, students demonstrate an "inability to develop and express their own thoughts" (MLA Handbook 66).
4. Offering or receiving specific or general information about the content or tests or quizzes is not permitted. Knowingly using, buying, selling, transporting, or soliciting the contents of a quiz, test or exam is forbidden.
5. Students may not substitute for another student or permit another student to substitute for you in an examination.
6. Altering a test paper or grade in any manner is forbidden.



From the PRHS Code of Conduct: What is Plagiarism? (page 48)

In its brochure “Academic Honesty Misconduct – Stop and Think,” Ohio University defines plagiarism as “the presentation of the ideas of writing of someone else as one’s own work.” It includes the following:

- Reproducing another person’s work, whether published or unpublished, including using materials from companies that sell research papers.
- Submitting as your own any academic exercise prepared totally or in part by another.
- Allowing another person to alter or revise your work substantially and submitting it as your own.
- Using another’s written ideas or words without properly acknowledging the source. If a student uses the words of someone else, he or she must put quotation marks around the passage and add indication of its origin. Simply changing a word or two while leaving the organization and content substantially intact and failing to cite the source is plagiarism. Students should also note that failure to acknowledge study aids such as CliffNotes, SparkNotes, or other common reference sources constitutes plagiarism.
- All sources, including the sources of ideas, must be acknowledged and cited in ways appropriate to one’s discipline. Sources include, but are not limited to, Internet pages, books, magazines, lyrics, photos, publicly printed matter, government documents, etc.
- Failure to acknowledge sources is plagiarism, regardless of intention.

If a student is unsure about a question or plagiarism or cheating, he or she is encouraged to consult his or her teacher on the matter before submitting the material.

Included in the Range of Possible Consequences (page 49):

The student could be removed or barred from holding or being a candidate for any leadership position where character, honesty, or integrity are stated or implied qualifications, including athletic teams and clubs. Additionally, the student could be denied membership in the National Honor Society.



For further information, please consult the PRSD Code of Conduct K-12 Addendum 1 on Academic Integrity and What is Plagiarism.

INCENTIVES & REWARDS

PARTICIPATION POINT REDEMPTION:

- 150 5 points in weighted test average
 - 100 Get out of a Mini Pass / Drop your lowest Mini grade
 - 70 Get out of a Quiz / Drop your lowest quiz grade
 - 50 Drop your lowest Spelling/ Vocabulary test grade
 - 50 No Homework Pass / Drop your lowest homework grade
 - 40 10 points on a literature quiz
 - 30 10 points on a vocabulary test
 - 30 Drop a do now, exit ticket, entry ticket.
- (Only up to 1/4 of the assignments in any graded category may be affected by incentive points per quarter).

Other rewards to be announced during the school year.

Please note that failure to complete homework or to follow class rules and procedures will result in the loss of participation points.

TEAM INCENTIVES

During the first few weeks of school, students will be assigned to a class team. Teams may earn bonus points and class participation points when they collectively follow all classroom procedures or achieve group excellence (e.g., everyone on the team turns in his homework, has all materials with them for class). Teams will elect a captain who will be responsible for collecting and distributing daily materials.

During vocabulary and literary reviews, there will be opportunities to earn B-squares (worth 5 participation points); these may be converted into participation points and, eventually, passes. Please note that failure to complete homework or to follow class rules and procedures will result in the loss of participation points.



Grading

(The formula for any particular quarter may vary depending on what types of assignments were emphasized during that marking period).

Quarter 1: (possible changes may be made)

*Summer Reading:	10%
Homework	10%
Vocabulary Tests	10%
Journals & "Minis"	15%
Quizzes	20%
Tests/Essays/Projects	25%
Do Now/Exit Ticket	5 %
Class Participation	5 %

Quarters 2-4

Please allow for variations

Homework:	15%
Vocabulary Tests	15%
Journals & "Minis"	15%
Quizzes	20%
Tests/Essays/Projects	25%
Do Now/Exit Ticket	5 %
Class Participation	5 %

* The summer reading weight will include exams on *The Hot Zone and Mythology*, possibly the limited free choice.

** Again, I will adjust the weights in an individual quarter to reflect the emphasis on a particular category. For instance, if only (2) journals are required in a quarter, I will lessen the percentage there and raise it in another category for which there are more assessments.

On-Line Support Communities for Students in English 9 Honors

Recognizing the needs and behaviors of the 21st century learner, I have developed several on-line support systems for the students in my English 9 Honors class.

Class Web Page

missarney.weebly.com :

A class website is maintained to offer students regular access to information about the class. On this site, students may find the weekly class agenda in addition to other class notes, worksheets, assignments, etc. to download for their use. The site's main English 9 page will provide important notes and reminders for students.

This site is updated regularly (weekly, minimally) and is a valuable source of information for students.

Eschool Data:

This digital, online grading site provides students and parents / guardians access to the grades students are achieving on their various assessments. Parents have been assigned passwords by the district. If you have lost that password, please contact Ms. Wheeler's office (our Assistant Superintendent). I do not have anything to do with passwords for this program.

Please visit the Parent Page of my website for a FAQ for my grading procedures with Eschool.

Jupitergrades:

Formerly, this was the program I used for digital, on-line grading. Now it is used as a means of communication only as Eschool does not have the ability to send out mass emails in the same manner as JG.

Parents and students will be given passwords on the first day of school; they are then encouraged to set their own passwords and input information such as email addresses and phone numbers. The email information for parents must be entered by the parent/guardian in order for these updates to be received. If your primary language is Spanish, you may opt to receive messages in this language.

I will utilize the program to send out emails to my students and their parents whenever I feel something important must be shared immediately. An example of such an email might be to alert students to a change in a test or quiz date or to remind them about an important deadline. Parents will be sent these emails too as I recognize that not all teenagers check their emails regularly (hence the need for Remind – see below)

Important: For parents who have not given permission for teachers to reply to their child's email, please input **your** email address into Jupitergrades and you will receive my message in lieu of your child.

Class Blog:

Students are encouraged to continue class discussions online on the missarney.weebly.com website. Threads are posted with questions to which students are asked to respond. Their participation in these threads will count towards their participation grade and responses will earn B-Squares (5 participation points) per entry.

Planbookedu.com:

Each week, classwork and homework assignments will be posted on this site. In addition, handouts required for homework (or for supplementing class notes) can be accessed here as well. The specific link to the English 9H agenda for the current school year (<http://planbookedu.com/s/2INVA>) can be accessed from the class website.

Remind Texts:

Remind (Formerly Remind101) offers a free app for teachers and their students. With this program, I can send text alerts to my students without actually having or knowing their cell phone numbers. The texts are archived in a rolling scroll on my website so that anyone without the app can still see what information I disseminating; however, that entails a child checking the Remind page of my website regularly. Some parents opted to also sign up and download the app so they could either share the information with their children themselves or to just have all the updates for the class for their own knowledge (there is also an email option for the reminders). The code for the particular class (English 9H) can be accessed on my website (Code: @eng9h20 Number: 81010).

Remind now offers a “chat” feature in which a student can send me a text through the program for a quick answer to a question (it often means that there is a quicker response than an email). This is through the app itself, so the student does not see (or get) my cell phone number and I only see his/her name, not the number.

This app has been an immense help to students in the past year for everything from reminders of deadlines and assignments to alerts about changes to deadlines or materials needed for class. It has also enabled me to provide clarification on a question to an assignment or set of instructions that would be impossible to disperse on a large scale as quickly. Jupitergrades’s emails are helpful, but most students do not use their email accounts as often as they use their cell phones.

Please do not hesitate to call or email me if you have any questions regarding any of these Internet sites...or regarding any other policies discussed in this introduction to the class.



English 9 Honors

Projected Curriculum *

Classical Literature, Multicultural Stories, Greek Theatre (The Foundation of Reading):

- Greek & Roman myths (Edith Hamilton's Mythology)
- Selections from the *Old Testament* (for literary analysis & comparison)
- Oedipus Rex (Sophocles)

* Works may vary somewhat throughout the year; some additions, omissions, or substitutions may be made.

Novels:

- To Kill a Mockingbird (Lee)
- The Strange Case of Dr. Jekyll and Mr. Hyde (Stevenson)

Informational Texts (full-length works):

- The Hot Zone (summer reading) (Preston)
- Other short relevant non-fiction texts will be paired with other readings

Drama:

- Oedipus Rex (Sophocles)
- The Tragedy of Romeo and Juliet (Shakespeare)

Poetry:

- "Rime of the Ancient Mariner" (Coleridge)
- "Seven Ages of Man" (Shakespeare)
- "The Raven" (Poe)
- Other poems may be used to augment the thematic or skills-based units we study
- "She Walks in Beauty" (Byron)
- "Sonnet 130" (Shakespeare)

Short Stories:

- "The Most Dangerous Game" (Connell)
- "Masque of the Red Death" (Poe)
- "Cask of Amontillado" (Poe)
- "The Test" (Gibbs)
- "The Necklace" (Maupassant)
- "The Scarlet Ibis" (Hurst)
- Other stories (and essays/ articles of non-fiction) may be added to augment the thematic or skills-based units we study

Grammar:

- Parts of Speech review
- Parts of the Sentence
- Pronoun Case, Gender, Number, Antecedent Agreement
- Introduction to Phrases (prepositional)
- Common Diction Errors

Forms of Writing:

- Critical Literary Analysis utilizing MLA format
- Expository
- Persuasive/ Argumentative
- Introduction to Rhetorical Argument

Vocabulary

20 SAT words / unit with the ultimate goal of achieving 300-400 words this year. This will be augmented by academic terms used by the College Board for the AP and SAT exams and by a study of roots.

Requirements for Assignments:

- All assignments are due at the beginning of the period (when the tardy bell rings). Assignments left in lockers will be considered late.
- No credit will be given to any work down on spiral bound paper.
- No credit will be given to any work done in pencil.
- No credit will be given to any work done in ink other than blue or black.
- All journals are to be typed and double spaced.
- For all typed assignments, use only one side of the paper, use one-inch margins, and always double-space (unless otherwise indicated).
- Write legibly. Typing is preferred for longer assignments.
- No credit will be given for late assignments beyond 3 days. This includes daily homework (and, yes, vacation days/ weekends count in these 3 days).
- 5 bonus points will be given to any assignment submitted 24 hours prior to its deadline.
- The correct heading (a modified MLA-heading) s required on every assignment in the upper left-hand corner as follows: (Failure to follow this heading will result in -10 per assignment).

Name Miss Arney Course, Period, Team Color Date (Format: Day Month Year: 1 September 2015) Assignment Name
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- Failure to follow these guidelines will result in a lowered grade!

Essays, journals, and other significant assignments or projects (work assigned at least two days in advance) will be due on time at the beginning of the period whether you are present or not. You must make arrangements to get the assignments to me when they are due. If you are ill or cannot attend school for any reason on the day such an assignment is due (this does NOT include a basic homework assignment such as vocabulary sentences or a grammar assignment), please have a friend, sibling, or parent have it time-stamped in the office and have it put in my faculty mailbox.

You will lose 10 points for each day an essay/ project/ journal is due. It will not be accepted after 3 days.

Advice: Don't wait until the last minute to complete your essay or project. Refer to your agenda for due dates and consult the website for any last minute changes (or possible extensions!). Call a trustworthy classmate or me if you are absent or do not understand an assignment.

Proofread your assignments. Points will be deducted for:

- writing in all-capitals
- failing to capitalize proper nouns and adjectives and the first word in the sentence.
- spelling errors.
- failing to properly indicate titles (italicizing / underlining OR quotation marks)
- failing to punctuate sentences correctly
- using abbreviations and contractions

Mini reflections must have a proper introduction including annotations and a thesis; body paragraphs will default to the 8-sentence Jane Schaeffer model (topic sentence, 2 concrete details, 4 sentences of commentary analysis, closing sentence) unless otherwise indicated (for an 11-sentence model). You will receive **no higher** than a 50% if you do not have a thesis and topic sentences.

Student Contract.

Student name: _____

Please note that these requirements are not designed to make the lives of my freshman students more miserable; they are enforced with the understanding that my students are responsible, young adults. I look forward to a productive, successful and rewarding year!

Please review the above guidelines with your parents/ guardians. When both of you have reviewed the above, please sign the declaration below. You will keep the packet of materials in the "Reference Materials" section of your binder; simply return this page to me.

I have read and understand the above policies related to English 9 Honors.

student signature



Parent Contact Information:

Name

Cell Phone Number

(Please do not list it if you don't want me to call it)

Home Number & Best Time to Call:

I **DO** / **DO NOT** wish to be called at work. Work Number: _____
(If you do not want me to call you at work, do not give me your work number).

Parent Contract

- I have read and understand the above policies related to English 9 Honors.

Parent Signature

- I **DID** / **DID NOT** give permission for my child's teachers to reply to his / her emails. _____ (signature)

(If you did not give permission, please let your child know that s/he should not email me and request a response OR s/he should use your email address).

- I **DO** / **DO NOT** give my child permission to participate in the online blog at missarney.weebly.com.

- _____
- I **DO** / **DO NOT** give my child permission to participate in the Remind text reminders.
- _____