

Class Guidelines-English I-Mrs. Bowman

As a class, during the first couple of class periods, we discuss and write about “success.” We look at success from a lifetime perspective, a high school perspective, and finally a classroom perspective. After this the class breaks into groups and writes guidelines for the class that they believe to be necessary for all students to achieve success at their desired level. We then share and discuss out loud, with me taking notes, and students taking their own notes. After we reach consensus on guidelines from the student’s perspective, I add guidelines from the teacher’s perspective for the class to add to their list. They are as follows:

1. No late work is accepted for credit (unless a note is brought in on the day it is due from a parent). Major assignments given in advance (reading, essays, research papers, projects, etc.) must be turned in at the beginning of the class it is due, even if student is absent.
2. If you are going to be absent or leave class early due to an athletic event, outside activity, field trip, etc., it is your responsibility to take any scheduled tests and turn in any assignments that are due ahead of time, or you will earn a zero, unless prior arrangements have been made. You must also get all assignments and notes that you miss due to your absence, and be prepared to take tests and to turn in assignments when you return, or you will earn a zero.
3. Students must have a reading book in class each day. They will lose ten points off their grade for every day they do not have a book in class.
4. Students should use the restroom before school, at nutrition, and at lunch.
5. We will adhere to all guidelines in the Oak Park High School Student Planner dealing with attendance, tardies, academic honesty, make-up work, etc.
6. Students are responsible for maintaining their writing folder.
7. Students must complete journals according to the below standards:
 - a) Journals must be at least one full page long, on college rule ~ 8 ½ by 11 paper, or they receive zero credit. If paper is wide rule or too small, you must fill both sides of the paper, or earn zero credit.
 - b) Journals must be brought to class each day, ready to be turned in for credit. If they are not in class when collected, they will be considered late for zero credit.
8. Any student who behaves inappropriately for a guest teacher, and/or has their name left by a guest teacher, will get a referral and automatically be assigned a four hour Saturday school.
9. If a rough draft is not **completed** on time, students will earn only half-credit on their final copy.
10. Grading will be on a traditional point system.
90% and above=A
80% and above =B
70% and above =C
60% and above =D
59.4% and below=Fail
11. Final papers will earn half-credit if not submitted to turnitin.com on time. They will receive zero credit if not submitted by the class period after the deadline.
12. Cell phones, listening devices or any form of electronic entertainment will be turned into the office after 3:10 if seen or heard before the end of class bell rings.
13. We will not leave class until every speck is picked up and thrown away. It is our responsibility to clean up after ourselves, not the custodians.