

Welcome to Life on the Ranch!

Guidelines and Procedures for English I PreAP/GT

Cinco Ranch High School 2009-2010

Cynthia Cox, Room 1008

Conference period--12:48--1:38

To leave a voice-mail message: 281-237-5056

e-mail at cynthiacox@kisd.org

Web Page: <http://www.quia.com/pages/cincopreapenglish.html>

I. Tools and Supplies

- A. Books: (Bring whichever novel, workbook, or vocabulary we are using to class with you.)
- B. **Loose-leaf notebook paper**
- C. **Binder and dividers with pockets** to hold handouts, class notes, returned papers, drafts for writing in progress, homework, daily assignments, etc. Suggested organization is as follows (feel free to use another system if it works better for you): Writing, Vocabulary, Literature, and Grammar. In addition, some of my students like to have an extra divider for organizing separately the material for a particular novel we are studying. ****Note:** In regard to supplies, let me remind students that all handouts/work must be saved to be used to study for unit tests as well as semester/final exams. An organized notebook is a must.
- D. **Blue or black ink pens** for class assignments
- E. **Red pen or markers** for checking assignments
- F. **Pencils** for use with scantrons and rough drafts
- G. **Index Cards** (1 pkg. of 4 X 6 **with lines**) for research and terminology; can use 3 X 5 for vocabulary flash cards.
- H. **Sheet Protectors are highly recommended, but not required**, to file handouts that you will use all year in your folder.
- I. **Highlighters** for annotating
- J. **Bunkhouse supplies:** Each class is assigned to bring one of the following supplies that will be stored in the classroom and used by all four classes. Check to see which supply you are to bring.
 - Period 1: One package of college ruled paper*
 - Period 2: One box of Kleenex*
 - Period 4: One set of assorted colored markers*
 - Period 5: One box of #2 pencils*
 - Period 7: One box of red pens*
- K. Calendar : You will be given a calendar each six weeks, so you will know what is expected

Tools and supplies need to be brought to the "Ranch" Tuesday 8/25- Monday, 8/31

II. Organizational details

A. Absences/Make-up Work

1. If you miss a major test or a quiz, it must be made up. It is your responsibility to set the make-up with me. After two attempts, your grade will be recorded as "0".

*******ENGLISH TEST DAYS ARE EVEN NUMBERED DAYS*******

2. If you are absent, for any reason, including school activities, you are still held responsible for deadlines for tests, essays/compositions and projects! Make arrangements to turn in the assignment(s) early or have a responsible person (parent or older sibling) bring in the assignment on the designated due date. The work is due at the first class meeting following your return to school. This applies even if a "window" of due dates is offered as with the research paper.
3. YOU are responsible for obtaining any notes, assignments, etc. that you missed while absent. Handouts will be placed in the assignment box on the table by the blackboard, filed by day. Check the box when you return to school. Turn in all make-up work directly to me.
4. Work assigned prior to the absence(s) is due on the day you return to school. Otherwise, you have TWO days for each day you were absent to make up the missed work.

III. Tutorials

- A. English tutorials are held each Monday and Wednesday after school from 2:45 until 3:15. (Please let me know if you want to attend after school tutorials because I may have a meeting, etc.). Tutorials will end at 3:15 whether you were on time or not.

- B. **ALL** students may come to tutorials. You do not have to be failing to attend. **IF YOU NEED HELP, ASK!!** I can often be available on days other than Monday and Wednesday.

IV. Grades and Grading

A. Major grades = 60% of six weeks average

1. Major tests will be given at the end of each unit covered.
2. Major essays will count as major grades. All major essays must be typed. If you do not have access to a computer, let me know so I can arrange access on the school's equipment.
3. Additional projects as indicated by the teacher.
4. **Any major grade turned in late will only receive a 30-point reduction the first day late, and a 50 point reduction the second late day. Major grades will be accepted after the second day late. credit. After that, the grade will be a zero.**

B. Minor grades = 30% of six weeks average

1. Reading, grammar, and other quizzes as assigned.
2. Timed-write essays on an average of two per grading period.

C. Daily/Homework grades = 10% of six weeks average

1. Graded class assignments - these are collected and graded at random.
2. Graded homework - this is collected when assigned and graded at random.
NOTE: Late homework will be accepted **one day late only** for a 30-point reduction; after one day it is recorded as a zero.
3. "Spot checks" for assignments – these may be to check for completion of assignments.

E. "NO RUSTLERS ALLOWED"

1. Do your own work!! Do not copy the work of others.
2. "Cheating is giving or receiving information." Do not look on the tests of your fellow students AND do not allow them to look at your test. Cheating includes copying another student's work, plagiarism, and misuse of information on the internet. **A grade of zero will be awarded for cheating and a reduction in the conduct grade will be given that six weeks. (Secondary Grading and Reporting Handbook, page 5).**
3. Do not discuss tests or information about tests until the tests are returned. Please be considerate of everyone and trust yourself to know that you will do well because you are prepared for the test. Do not ask other students to give you information about a test: it is not fair to the grades of other students in those classes. If you are in an earlier class, please do not give your friends information about the test.

V. Classroom procedures and guidelines.

- A. **MANDATORY:** Be on time and in your seat when the tardy bell rings! I do take attendance every day and will count you tardy if you enter my room after the bell.
- B. Have everything you need for the class with you. **EXCEPTIONS:** We will have a class set of textbooks which we will use in class only. If you do not have a pen or pencil, check the bunkhouse supply box. If you borrow a pen or pencil, be sure to return it.
- C. Do not bother other people's belongings, including MINE!
- D. Do not bring food or drink in the classroom.
- E. Respect yourself, your classmates, and your teacher – and they will all do the same for you.
- F. Raise your hand to be recognized before speaking. Refrain from interrupting me or your fellow classmates during lecture and class discussion.
- G. **DO NOT USE INAPPROPRIATE LANGUAGE.**
- H. Consequences for inappropriate behavior will follow the Student Code of Conduct and Discipline.
- I. **NO MERCHANDISING DURING CLASS.** (No selling candy, etc. This must be completed outside of class before the tardy bell rings.)
- J. Do not mark on the desks or leave trash around them. I am neither your maid, so please clean up after yourself.

NOTE: I look forward to a wonderful, productive year with you. If you have any concerns, please feel free to talk with me about them. I am free both before and after school. My goal is for all of you to be successful at the "Ranch."

English I G/T (PreAP) Acknowledgement of Guidelines and Procedures (2008-2009)

Life at the "Ranch" will be great when we all know what to expect and follow the classroom guidelines and procedures. Please read these guidelines and discuss them with your child. Then, if you will, please **sign above** that you have seen the "Ranch Rules." Thanks so much, and "Go Cougars!" I look forward to meeting you at Parents' Night during which I will go over many details of the PreAP/GT program at Cinco.