

Miss Hufford
Classroom Rules and Procedures

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Extra Help: I am available after school from 2:25-2:55 p.m. by appointment

Course Descriptions

SOPHOMORE LANGUAGE ARTS

1 Year

1 English credit

This course will follow the curriculum standards and indicators as outlined by the state. It will include a study of the writing process, writing applications, writing conventions, research, communication, acquisition of vocabulary, the reading process, nonfiction reading, and literary reading. Reading selections will include *To Kill a Mockingbird*, *Taming of the Shrew* or *Macbeth*, and *Antigone*. Writing applications will include a narrative essay, an informational report, a persuasive essay, and a descriptive essay. Students will also write literary responses, business letters, and journals or reflections. Communication applications will include an informational presentation, a descriptive presentation, and a persuasive speech. Students may need to provide their own computer disks.

JUNIOR LANGUAGE ARTS

1 Year

1 English credit

In addition to meeting state curricular requirements, this course surveys principal writers and works in American literature from colonial times to the present. In addition, students will continue to improve their writing, speaking, listening, and visual literacy skills. Students will read representative American literature including but not limited to *The Adventures of Huckleberry Finn*, *The Great Gatsby*, *Of Mice and Men*, *Our Town*, *The Crucible*. Additional texts may include, *Give a Boy a Gun*, *Tuesdays with Morrie*, *The Five People You Meet in Heaven*, *A Raisin in the Sun*, *Death of a Salesman*, and *The Scarlet Letter*.

Rules

1. **Be Prepared.** Bring a positive attitude, your COVERED textbook, paper, and a pen/pencil to class every day.
2. **Be Respectful** to your teacher, your fellow students, and other school personnel.
3. **Be Neat.** NO FOOD OR DRINK (INCLUDING WATER) WILL BE ALLOWED IN CLASS (per school rules). Keep the area around your desk neat and clean.
4. **Be Punctual.** YOU MUST BE IN THE ROOM WHEN THE BELL RINGS OR YOU ARE TARDY. You are expected to remain in YOUR SEAT until the bell rings at the end of class!
5. Weekly assignments will be posted on the board in my room. It is expected that students will write assignments in their agenda books.

Textbooks

Textbooks may be stored in my room if they are COVERED and stacked neatly on the shelves. Your last name and period number should be written on the cover. **If you decide to store your book in my classroom, it is done at your own risk. I am not responsible for any LOST or STOLEN textbooks.** You will be charged a replacement fee if you do not return the book that was issued to you at the beginning of the year.

Supplemental Texts

Supplemental texts will be distributed throughout the year. You are expected to return the copy that was issued to you or you will be charged a replacement fee.

Materials

You should have a pen/pencil, paper, a folder, and your textbook EVERY DAY. **Please keep all papers until the end of the semester.**

Essays

All essays are to be typed, double-spaced and in MLA format. **I DO NOT ACCEPT LATE WORK and I will not accept "my printer broke" as an excuse.** If you are unable to print your paper, you can e-mail it to me at www.huffords@mail.mcsoh.org. **IF YOU DECIDE TO E-MAIL YOUR PAPER, IT MUST BE SENT BY 7:30 A.M. ON THE DAY IN WHICH IT IS DUE. Since essays are usually assigned 7-10 days before they are due, if you are absent the day the paper is due it is expected to be turned in the DAY YOU RETURN TO SCHOOL.**

Make-up Work

According to the student handbook, "it will be the student's responsibility to make arrangements for the make-up work and/or tests missed upon return to school. **Students are permitted one day of makeup time per one day of absence.** Teachers will not be expected to tutor individual students". **Please note the exception to the student handbook in regard to essay assignments.**

Grading Policies

I DO NOT ACCEPT LATE WORK!

1. No Name = No credit
2. Record your own grades. *Keep all papers until the end of the semester.* Grades can be accessed through the PAM website. The teacher will make every effort to update the online grade book on a biweekly basis.
3. Every assignment is given a point total. Your grade will be based on your total points divided by the total points possible at the end of the grading period.

4. Your grade will be comprised of tests, quizzes, essays, speeches, class/group work, and homework. Each homework assignment is worth 5 points. The homework assignment **MUST BE COMPLETE** to get the 5 points.
5. Written work may be completed in pen or pencil.
6. **ALL ESSAYS MUST BE TYPED.**
7. **Extra Credit** may be offered at various points throughout the year, and will be available to those students who have completed all class work.

Grading Scale

97-100 A+	87-89 B+	77-79 C+	67-69 D+
93-96 A	83-86 B	73-76 C	63-66 D
90-92 A-	80-82 B-	70-72 C-	0-62 F

This grading scale is building wide. Rounding up is permitted at .5 or above.

Disciplinary Procedures

Students are expected to follow the classroom rules and procedures established by Miss Hufford. **Students are also expected to adhere to the rules and guidelines established in the MHS student handbook.**

If you fail to follow the established rules and guidelines, the following will occur:

First Infraction: Verbal Warning

Second Infraction: Detention

Third infraction: Detention and Parent Notification

Fourth Infraction: Two Detentions and Notification of Principal and Parent

Fifth Infraction: Referral to House Principal

**** Students will be **IMMEDIATELY** sent to their House Principal for extreme cases of disrespect, class disruption, or if they pose an immediate threat to themselves, the teacher and/or other students.

Tardy Procedures

YOU ARE CONSIDERED TARDY IF YOU ARE NOT IN THE ROOM WHEN THE BELL RINGS.

FIRST TARDY: Verbal Warning

SECOND TARDY: Teacher detention

THIRD TARDY: Teacher detention and contact with parent

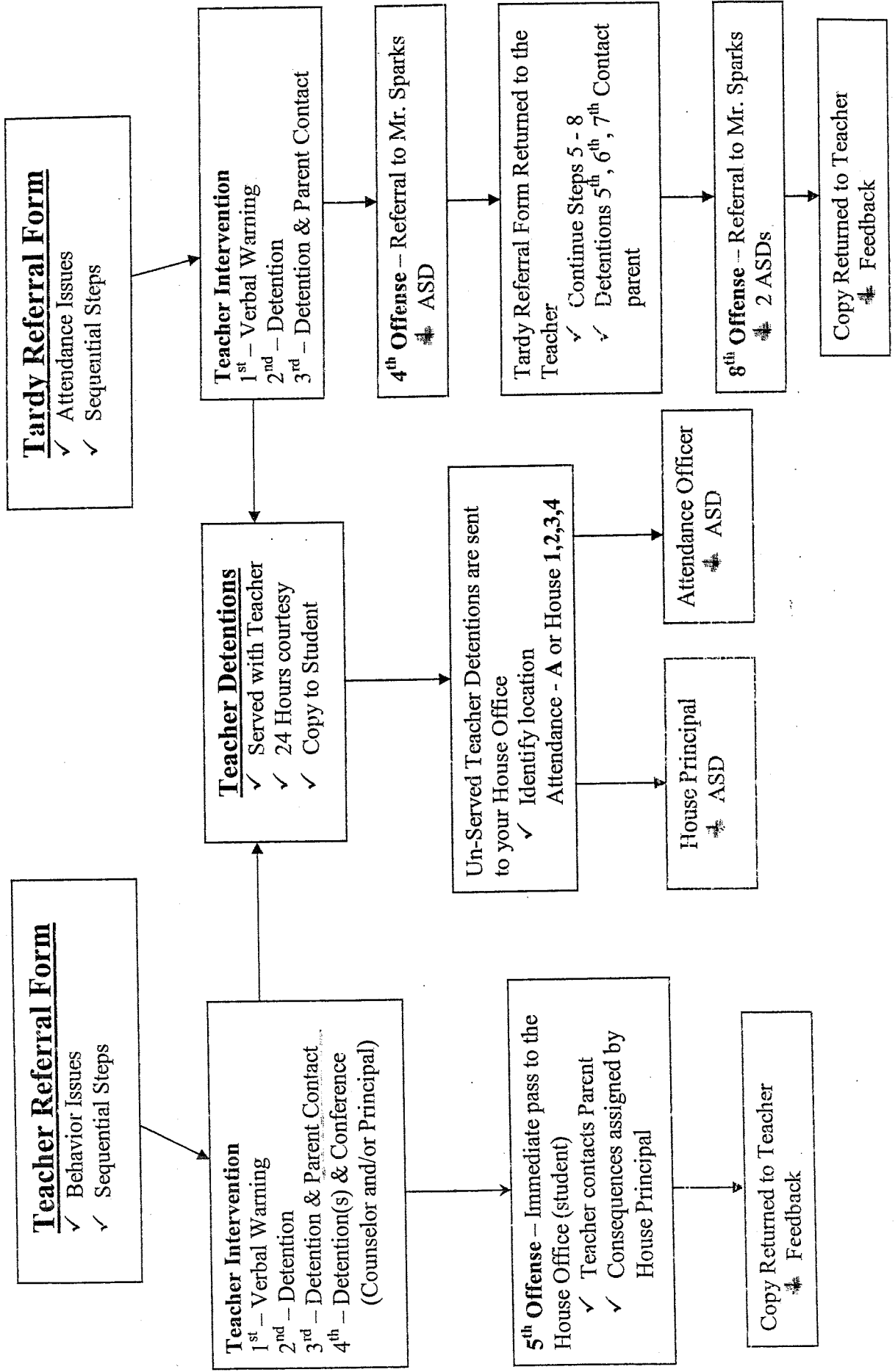
FOURTH TARDY: Referral to attendance officer

FIFTH-SEVENTH TARDIES: Teacher detentions and contact with parent

EIGHTH TARDY: Referral to attendance officer

**** Please note:** Tardies to first period are reported directly to the attendance office

DISCIPLINE PROCESS FLOWCHART



Teacher Referral Form
 ✓ Behavior Issues
 ✓ Sequential Steps

Tardy Referral Form
 ✓ Attendance Issues
 ✓ Sequential Steps

Teacher Intervention
 1st - Verbal Warning
 2nd - Detention
 3rd - Detention & Parent Contact
 4th - Detention(s) & Conference
 (Counselor and/or Principal)

Teacher Detentions
 ✓ Served with Teacher
 ✓ 24 Hours courtesy
 ✓ Copy to Student

Un-Served Teacher Detentions are sent to your House Office
 ✓ Identify location
 Attendance - A or House 1,2,3,4

House Principal
 # ASD

Attendance Officer
 # ASD

5th Offense - Immediate pass to the House Office (student)
 ✓ Teacher contacts Parent
 ✓ Consequences assigned by House Principal

Copy Returned to Teacher
 # Feedback

Teacher Intervention
 1st - Verbal Warning
 2nd - Detention
 3rd - Detention & Parent Contact

4th Offense - Referral to Mr. Sparks
 # ASD

Tardy Referral Form Returned to the Teacher
 ✓ Continue Steps 5 - 8
 ✓ Detentions 5th, 6th, 7th Contact parent

8th Offense - Referral to Mr. Sparks
 # 2 ASDs

Copy Returned to Teacher
 # Feedback