# CLASSROOM PROCEDURES

## Ms. Eddleston/ English 7H

***BOOKS:***

**Please TAKE your English book HOME and KEEP IT HOME to use as needed for the school year. (This is subject to change depending on class size) ☺** There *should be* a classroom set of English books for students’ use. Your book is your responsibility! If it is lost, damaged, or stolen, expect to be charged for the book’s value. There is also a charge for rebinding a book.

***WRITTEN WORK FORMAT:***

All tests, quizzes, and final copies of compositions should be completed in **blue or black ink** -no pencil, please. Pencil and other **dark** colorful inks may be used for routine class exercises and homework.

Submit your work on the paper passed out during class, or on 8 ½ x 11 lined paper. *Please kindly remove any ripped notebook edges.* Assignments are expected to be free of stains, folds, and wrinkles. Please do not scribble over errors. Please erase, recopy, or use White Out to correct your work. Extra copies of some assignments may be available; see the extra hand-outs box in class.

**Please use the following heading on *all* assignments:**

1st line: Full Name Date

2nd line: Block Subject

3rd line: Assignment

***CLASS:***

Be on time. **Bring necessary materials.** Please **expect to write daily, so please bring a needed writing utensil**. ☺ Please be courteous, listen to others, and allow everyone the right to speak, to hear, and to be heard. **At the end of class, please kindly remain seated until the bell rings**.

***GRADES:***

Grades will be based on a combination of homework, compositions, quizzes, and tests. **Homework counts** **as 1/5 of your grade, so please take it seriously!** ☺

**OVER**

***MAKE-UP WORK:***

Work missed because of legitimate, excused absences must be made up within one week (five school days); beyond a week, the grade(s) will be recorded as zero *unless you see me* to discuss the issue. **See me for a list of absent assignments.** You are responsible for material covered in class: discussions, notes, videotapes, etc.

***LATE WORK:***

All homework is due on the following school day. **Starting on Oct. 15th, homework will only be accepted** **one day late, but will still receive full credit (100%) if completed accurately. If homework is not received on the second day, the grade will be recorded as zero.** Please do not ask me for a list of “owed assignments” near the end of a marking term. Please provide a signed note for special circumstances; I do realize life happens. ☺

***NOTEBOOKS:***

You are expected to keep a 1” notebook (three-ring binder) containing **all** composition work, homework, tests, and quizzes. **Your notebook should be brought to class daily.**

Your notebook should have ***five separate (in-order as listed) labeled sections*** for: **(1) your spelling list, (2) tests, (3) quizzes, (4) compositions, (5) unit assignments.**

There will be a **notebook check** each quarter. The grade will be **counted as a test grade**, and averaged in with your test grades for the quarter.

### *Agenda Recommended*

### An agenda/homework assignment notebook should be brought to class and then taken home daily! ☺ All homework assignments, test and quiz dates, and project due dates should be written in your agenda.

