

Mrs. Debra D. Brown

Policy & Procedures for English IV

First, my name is Mrs. Brown, and I would appreciate your using that name when seeking my attention. I have three classroom rules which are strictly enforced

- 1. Be prepared.*
- 2. Be respectful.*
- 3. Be excused.*

Grading Policy: Test 50% Quiz 30% Daily Work 20%

ELECTRONIC DEVICES: The use of cell phones in this classroom will not be tolerated. The tops of all tables/desks must remain free from bags, purses, etc. Continued violation of this policy may result in confiscation of your phone and you will then follow the school's policy for retrieval.

The day's objectives will be posted on the board at the back of the room. Check this board when you come into the room to be sure you have all the materials necessary to be successful. Come to class on time and begin work immediately.

Please review the Retake Policy posted on my website. I will review it with students at the beginning of year and it will be posted both on my website and Google Classroom for the remainder of the school year. No other extra credit is available.

You are responsible for getting your assignments in on time. Assignments are due at the beginning of class on the date assigned. Late assignments will be accepted one day late with a 30-point deduction and a 10-point deduction thereafter. LATE ASSIGNMENT WILL NOT BE ACCEPTED AFTER THREE CLASS DAYS. Research papers and other major projects may have specified, irrevocable deadlines. If you anticipate trouble meeting a deadline, come discuss this well in advance of the due date (the morning before class is not acceptable).

According to the student handbook, the time allotted for completing make-up work after an absence shall be equal to the number of days absent. It is the student's responsibility for asking about work missed when he/she was not present for whatever reason. "Students who miss class due to a school activity (athletics, band, FFA, etc.) are expected to get the assignments in advance. Students are then expected to meet all teacher requirements and deadlines."

Progress reports will be issued to all students at the three--week point of each six weeks' grading period with the expectation that students will share these reports with parents/guardians.

Class time is valuable and passes out of the room will be issued for emergencies only. Students should take care of personal needs before class begins. Library passes are an exception to this rule.

Rarely do I assign written homework. Instead you have a standing assignment to read independently for 60 minutes per day in order to successfully meet your reading goals.

Tutoring is available both before and after school. I am on campus from 7:20 a.m. until at least 4 p.m.

My conference time is last period. Parents may call the office to schedule a conference or to speak with me by phone, or I can be reached by email at debra.brown@bosquevilleisd.org

Visitors are required to check in with the front office before proceeding to any classroom in order to maintain campus security.

The student and his or her parent/guardian must complete PARENT CONTACT FORM on the first page of my website at www.bosquevilleisd.org as acknowledgement that they have read, discussed, and understand both this Policy and Procedures and the reading policy. Please ask for a printed copy if you are not able to complete electronically. As an added bonus, complete PARENT CONTACT FORM by MONDAY for student's first 100 to start the year.