

## English I Policies and Procedures

Mrs. Stuebinger

2011-2012

**Stuebinger's Wiki:** <http://klstuebinger11.wikispaces.com>

\*primary source of course information

**School Email:** kerith.stuebinger@dcsdk12.org

**Submit work to:** kerith.stuebinger@dcsdk12.org

\*you will be creating a folder and all of your work will need to be submitted to your folder on Google docs.

**Phone:** [\(720\) 432-3386](tel:7204323386)

### Assignments:

Assignments written on topics inappropriate for school will not be accepted. If you suspect that your topic is questionable, come see me before the due date. Plagiarized work, including writing that includes uncited material from other sources, will receive no credit. We will cover how to properly cite material in class.

- Assignments are due at the beginning of the period.
- Your essays need to be in their Google Docs folder by the start of class to be considered on time.
- This policy also applies to absences. If you know you are going to be absent, your major assignment is still due. If you are out with an unexpected illness, your major assignment is also still due. The beauty of an online drop box is you will never need to print!
- In the event of a computer crisis, malfunction, etc. please bring in a handwritten copy of the assignment.

### Assistance:

You can travel to see me during Falcon Hour. I will either be in the English office or my classroom to discuss grades and assignments. I am also in the English office each morning at 7:15 am, during my free periods, and after school by appointment.

### Make-Up Work:

- It is your responsibility to request make-up work upon your return to class. If you know you are going to be absent, request the work prior to your absence.
- In the case of unexpected absences that are longer than two days, I recommend requesting the make-up work from the attendance office.
- Missed quizzes and tests must be made up during the **first** Falcon Hour following your return.
- You will be given one day for each excused absence plus one extra day to complete the work. Anything assigned prior to the absence is due upon your return.
- Any assignments, quizzes, or tests missed due to an unexcused absence or suspension will receive zero points.

**Late Work:**

- Assignments are due when you walk into the classroom. Anytime beyond the start of class, the assignment is considered late. (This means, if you are working on it in class, it is considered late!)
- Once an assignment is considered late, it is eligible for 50% credit.
- You have 1 week turn to in late work. Beyond that week, work will no longer be accepted.
- You will receive one, 24-Hour late pass per quarter. You may use this on any assignment, with a few exceptions (exceptions will be noted once they arise). If you do not use this pass and you still have it in your possession at the end of the quarter, you will be given extra credit.

**Attendance and Tardies:**

***All policies listed in the Student Handbook will be enforced. The following will also be in effect:***

**Participation and Attendance**

Active involvement in class discussion and activities is expected. This includes avoiding absences and tardies and having homework completed and turned in on time.

- **Absences**: It is important for you and your classmates that you are in class every day. If you must be absent, it is your responsibility to find out what you miss. For each excused absence you will be allowed one school day (plus one additional day) to complete the missed work (per school policy). If extended absences occur, contact me for your assignments and see me as soon as you return to work out a plan for completing your work in a timely fashion. If there are extenuating circumstances, contact me immediately to discuss possible alternatives. *No credit will be given for unexcused absences.* Please review the attendance policy in the Student Handbook.
- **Tardies**: Our time is limited, so it is your responsibility to be in class when the bell rings. You will be marked tardy if you are not in the classroom when the tardy bell sounds. No credit will be given for work missed due to tardiness. Please review the tardy policy in the Student Handbook.

**Classroom Rules**

- **Food**: Please limit your food and drink consumption in the classroom (other than water) so that it is not a distraction for others. The teacher reserves the right to repeal food privileges if they are abused.
- **Restroom Use**: There are no passes during the first 20 minutes of class. Subsequent restroom use is restricted to individual or group work time. Abuse of this privilege will result in a suspension of privileges.
- **Electronic Devices**: Devices such as iPods and cell phones are not to be used during class time unless specifically directed by the teacher, so they should be powered down and put away when class begins. You will receive one warning.
- **Extra Help**: I am available during Falcon Hour and before or after school; please contact me to

schedule a time.

### **Class Expectations**

- Students will respect their teachers, the school, and each other.
- Students will act responsibly while participating in all school-related functions and activities, including following all Student Handbook policies and classroom procedures.
- Students will come to class prepared with all necessary materials and assignments.
- Students will work cooperatively with faculty, staff, and each other.

### **Consequences**

ANY OR ALL OF THE FOLLOWING MAY BE UTILIZED:

- Warning – verbal or written
- Temporary removal from current class activity
- Detention with parent notification
- Conference with parents and students, and/or administrators
- Referral to the office

**Plagiarism:** Plagiarism—copying another writer’s work and submitting it as one’s own—is a serious breach of ethics. Any student who plagiarizes will receive a zero for the assignment. A repeat offense could result in an F for the semester.

### **Book Fines:**

Following school policy, if you lose a novel you will have to reimburse the school \$15 and if you lose a textbook you will have to reimburse the school \$65.

### **Rules:**

Follow all school rules. Be prepared for class. Show respect for yourself and others. Racist, sexist, homophobic, or other “put- down” language is not accepted. “Shut up” is not allowed.

These policies are subject to change. I am looking forward to working with you and to the discoveries we will be making in class.

Sincerely, Keri Stuebinger

