**EL Course Policies & Procedures 2022-2023**

Mr. Garbera

Welcome to Ironwood Ridge High School. We are so excited to have you with us!

All IRHS students are required to be enrolled in four years of an English class. English 9 is the first course in this series of high school English courses. This course will build the foundation that students need to be successful in our English program.

We will focus on reading, writing, critical thinking, speaking and listening. We will also cover how to be a successful and happy high schooler. You will find that your English 9 teacher is one of your best advocates and mentors on campus.

**Texts**

*Houghton Mifflin Harcourt (online)*

*Novels (various)*

*Packets (various)*

**Recommended Supplies for Students**

# Reams of college-lined, non-spiral paper

# Pencils Pens in blue or black ink ONLY

**# 200 page notebook for English class only**

#Agenda (IRHS or other)

Post-it Notes

Highlighters (various colors) & colored pencils

Binder or the like

**# = required**

**Grading Policy:** The following scale will be used to determine your grade:

**A= 100%- 89.5% B= 89.4%- 79.5% C= 79.4%- 69.5% D= 69.4%- 59.5% F= 59.4 & below**

**Parent Portal & Assignment Calendar:** PLEASE make it a habit to visit the parent/student portal frequently.  Here you will be able to see your grade in detail and in real time.  Also, all teachers maintain an "Assignment Calendar" in Schoology.  THIS IS SUCH AN IMPORTANT TOOL for students and parents to see what was done in class each day, when homework/projects/exams are due, and important class reminders.

**Attendance & Make-Up Work:** Attendance is crucial for your success in class. You must pass all four years of English to graduate. Please do not allow attendance to be the reason you lose credit for this course. Our time with you is a precious commodity so your regular and prompt attendance is expected.  Arizona revised statute §15-803 allows that students may miss no more than 10% of instructional time in order to earn credit in a course.  In a 90 day semester, this amounts to 9 days of absences, *either excused or unexcused*.  Absences for official, pre-arranged school events do not count toward this total.  **After the 9th absence, make-up work for missed assignments will not be accepted.** Prior to that, short-term assignments will be accepted when an absence is excused for *\*legitimate reasons* within 24 hours.  Long-term assignments are due as scheduled, even if an absence is excused.  It is a student’s responsibility to consult the instructor, the calendar, or other students for information about what is missed during absences.

***\*The state of Arizona considers a legitimate excuse to be one that is due to medical, religious or emergency situations beyond one’s control.*** *Absences for 18 year-old students who sign themselves out will be considered unexcused unless documentation of one of these situations is provided.*

**Instructors have a detailed “Assignment Calendar” on their websites. ALWAYS refer to this to see what was done during your absence. This is also an excellent place to get class reminders.**  If you have an **excused** absence, you have the number of days absent to make up your work.

**Missing Work/50%:** Unless it is a case of academic dishonesty, the lowest score a student can achieve on an assignment is a 50%. We are often asked whether or not missing work (50%) can be “made up”.

**We do not allow students to hand in late work. It is a department policy.** It is always better to move forward with progress and not be burdened with old work that is now out of context. Complete your work thoughtfully and on time and this will not be an issue. Students will have a week grace period from the due date to submit homework, projects, and otherwise out-of-class assignments without a penalty. There may be exceptions where the teacher will allow submission of late work for a penalty that is to the teacher’s discretion that will incorporate how much time has passed since the due date of the given assignment. **Classwork is exempt from this grace period.**

**Quizzes/Exams:** If you are absent (excused) for a quiz or exam, it is your responsibility to schedule a make-up for the **first Advisory days after the absence. Once exams have been distributed, make ups WILL NOT be allowed!**

**Advisory Period:** Instructors will be available during weekly Advisory times for a variety of reasons. You may make up tests, receive one-on-one guidance with writing, work on projects or just hang out. All students will be asked to take advantage of the tutoring, clubs and academic help our school offers

**Mandatory Advisory:** All English 9 teachers will check student grades in all classes. Students with grades of a “D” or below in ANY IRHS course will be assigned mandatory Advisory periods with the teacher(s) of the course until the grade improves.

**Early/Missed Final Exams:** It is school policy that final exams are administered on the published dates prescribed by the district. If your son/daughter cannot attend the final exam, a grade of 50% will be assessed in the gradebook until the student makes an appointment (**AFTER** **ASSIGNED FINALS WEEK)** to complete the exam. If an exam is **not** completed within a specific time frame, the 50% will stick. Please visit with your instructor for further details/questions/concerns.

**Cell Phones:** All students will be asked to place their cell phones in a designated place during the class period. Teachers are not responsible for lost or misplaced cell phones. Students need to remember to get their phones at the end of the period. **If this a concern, please leave phones at home during the school day.**

**Integrity In Writing:** The IRHS English department uses Turnitin.com to monitor plagiarism in writing. The internet is a wonderful tool, however, it is not meant to be cut and pasted and passed off as original work. If we suspect plagiarism or cheating of any kind, we will follow the IRHS Honor Code and disciplinary action will be taken.

**Assignment Disclosure to Parents:** Throughout the course of the year, our literature will spark dialogue about student/family opinions, issues of morality, religion and relationships. If at any time you or your child is uncomfortable with these topics, your student may “opt out” of the assignment, writing or literature. An alternative assignment and assessment will be created by the student and teacher. Please visit with your instructor at any time to discuss this further.

**Please sign, detach and give the bottom of this sheet to your teacher.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has read and understands the syllabus for English 9.

**(Print full name of student)**

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_