

Dear Minutemen and Minutewomen,

It is hard to believe that we are starting a new school year! For those of you who are new to the school, welcome, I look forward to teaching you. For those of you who are returning and know me in some capacity, it's great to see you back! The following is a list of policies and procedures to overview how English 8 will run. I am asking you, upon finishing reading this letter, to please sign the last page of this form, showing me that you are willing to comply with the classroom management plan and class expectations. I would also like you to please have your parent read and sign it as well. I feel that together we will make our class a smooth running and enriching learning environment.

## English 8

### I. **Course Description**

English 8 is an expansion of the literature, grammar, vocabulary, comprehension, speech, and composition skills developed in English 7. The texts and topics are similar, but a higher level of proficiency is expected of more mature students. Grammar units are studied in the first semester, while Literature units are studied in the second semester. Both units are interspersed with weekly vocabulary study, and composition is taught all year.

### II. **Course Objectives:**

Students will:

1. Grammar: Understand the 8 parts of speech and their functions, sentence structure, and proper mechanics
2. Composition: Overcome writers block, understand paragraphs, practice with different types of writing, gain a deeper familiarity and implementation of the writing process and the six traits of good writing.
3. Literature: While reading different genres of Literature, understand and analyze the literary elements of that literature.
4. Vocabulary: Build a stronger vocabulary by not only learning the definition of words, but by using them correctly in writing.
5. Speech: Students will learn proper speech skills and deliver both an expository and persuasive speech.
6. Portfolio: Create a portfolio of work throughout the year and then present it in an interview at the end of the year.

### III. **Activities and Methods**

Class teaching will consist of lecture and activities, exercises from the book, and peer editing

### IV. **Materials**

A writing journal that can go inside of your 3 ring binder

A three ring binder with 6 divider tabs to be used for English class ONLY

*Wordly Wise 3000 Vocabulary*

*Writing and Grammar for Christian Schools*

*The Giver* –this book will be loaned to the students from the school

*Literature* book

Pens/pencils

Notebook Paper (college ruled)

A RED pen for grading (must have this every day)

## CLASSROOM EXPECTATIONS

Liberty has a set of expectations for all students in the school. These include a universal attendance policy, dress code, and discipline system that will be regularly enforced in this classroom. In addition to the school-wide policies, the following expectations outline acceptable behavior in my classroom. My classroom policy is for students to follow the Five P's:

1. Be **Prepared** for class. Bring your assignments, textbooks and supplies to class.
2. Be **Polite** by respecting others. Respect should be shown to fellow students, the teacher, and yourselves. Respecting others means treating them as you would like to be treated.
3. Be **Productive** by doing your own work. Your work is a reflection of your personal knowledge and understanding of the subject matter. Cheating of any kind will not be tolerated and will be dealt with accordingly. Also, don't waste my time, your time, or your fellow students' time.
4. Be **Punctual**. If you are not in the classroom by the time the bell rings, you will be tardy.
5. Be **Positive**. "A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort." - *Herm Albright*

## CLASSROOM POLICIES/PROCEDURES

In order to keep the classroom running smoothly and without interruption that will waste valuable class time, I will be implementing a series of procedures each day.

- Students are not to be in the classroom without teacher supervision.
- Students are expected to walk into the room in a quiet manner.
- After entering the classroom students are to find their seat and be ready to start class.
- When a student has been given the opportunity to speak other students are to be respectful and listen. Pay attention because you might (and probably will) need to know the same information.
- Obedience to teachers is expected to be prompt and cheerful. Gripping and negative attitudes will not be tolerated, as they are contagious and damaging to the character of the student.
- If students have a question, they are to raise their hand and wait to be called on.
- The classroom should be silent from the time any test or quiz is distributed to the time the last one is turned in. Should a student not adhere to this rule it may result in points being taken off of his/her quiz or test.
- Students are to keep their eyes on their own paper at all times and keep their answers covered as much as possible. If I suspect cheating from any student I will confiscate his/her paper and it will be dealt with very seriously.
- I will, at times, offer opportunities for extra credit.
- Students will need to obtain permission from me to ever get up from their seat. Permission will or will not be granted based on the immediateness and logistics of their request.
- No passes will be issued to students to go to their locker to retrieve objects that they forgot to bring with them, nor will students be allowed to leave the classroom to use the restroom during the class.
- Eating, drinking, or gum chewing is not permitted in my classroom. A water bottle, however, will be allowed.
- All electronic devices, such as cell phones, calculators, ipods, etc., will be off and stored in a student's backpack should they have them in my class. If I hear or see something I will confiscate it and it will not be returned until the end of the day. If I suspect cell phone use I will begin asking you to leave your cell phone on my desk for the duration of the class.
- The class ends when I dismiss the class, not when the bell rings. Students are to remain seated and working until they are dismissed by me.

## CONSEQUENCES

Failure to meet the aforementioned classroom expectations or comply with classroom policies will result in a series of consequences for your decisions. The following steps will be implemented in the event that a student fails to meet the classroom expectations/policies.

1. Warning/Personal Conference. You will be asked to stay after class (another time may be arranged) for a one-on-one talk with the teacher. Your behavior and a plan to improve it will be discussed.
2. Detention/Parent Letter. If you fail to correct the problem behavior you will receive a detention and a letter will be sent home explaining the problem behavior which should be returned signed by your parent.
3. Sent to Mr. Herring/Possible Suspension. If the problem continues, you will be sent to the office for determination of further consequences.

## ABSENCES

- When a student is absent it is their responsibility to retrieve all of their absent work from the designated tray, and to come see me with any questions about what they missed. I will not go to you. This is your responsibility.
- Students with an excused absence will be given the same number of days that they were absent to make up the missing work for full credit.
- Students with an excused absence will be expected to turn in all previous work on the day of return.
- If a student has an excused absence the day before a test he/she will have the option of taking the test with the class on the day they return or taking the test the following day after school.
- Students with unexcused absences will receive a zero for anything they missed on that day, and a zero for anything not turned in the day they return to class.

## GRADING POLICY

Grading will be done using a point system. Each assignment, quiz, test, etc. will have a point grade corresponding to it. Your grade for each assignment, activity, quiz, or test will be determined by your points earned out of the total points possible for each assignment. The total grade in the class will simply be the points you have earned for the entire marking period out of the total points possible. There is no weighting done to your class grade. Work should be completed in pen. All papers will be typed and submitted to [turnitin.com](https://turnitin.com).

1. **Homework.** Homework will be turned in before class begins in the homework folder. Any assignment that comes in after that will be late. Late assignments will be accepted up to one day late, but half the points will be taken off. Any assignment more than one day late will be a zero and not accepted. Expect homework any day of the week with the exception of Thursday.
2. **Quizzes.** Quizzes are a regular part of the class and serve several purposes. In addition to showing me what you have learned, quizzes help you become more comfortable with the testing process, and provide you with a valuable resource for studying for tests. Quizzes can pop up on any day, and will not take longer than 10-15 minutes to complete. A Vocabulary quiz will be given at the completion of each lesson.
3. **Tests.** Tests will be given at the completion of each unit, or possibly, sub-unit. Tests will be similar to quizzes in structure, but different in length since they cover more topics. You should expect a test at least after every unit. Tests will always fall on a Tuesday or Wednesday for this class.
4. **Research Paper.** You will be required to research a topic and write a paper on that topic. More details will come when we get closer to the date.
5. **Speech.** You will be required to prepare for and present a speech on your research topic. You will also deliver a persuasive speech on a topic that is given to you. More details will come when we get closer to the date.
6. **Portfolio.** A portfolio will be kept and updated constantly throughout the semester. All handouts, tests, quizzes, papers written, etc, will be kept neatly and accurately in this portfolio. I will be collecting your portfolio every few weeks for a grade. They will need to be kept neat. And brought to class every single day!
7. **Writing.** Various types of writing assignments will be assigned all throughout the semester. They will be graded according to the 6 traits of writing rubric, typed, and submitted to [turnitin.com](https://turnitin.com). This is not optional.
8. **Book Report.** There will be one book report required for the first, third, and fourth quarters, but no book report required for the second quarter, since you will have a research paper to be working on at that time.
9. **Exit Portfolio.** You will be constantly working on your exit portfolio throughout the year, as due dates fall all throughout both semesters. More information to come in the 8<sup>th</sup> grade Exit Portfolio and Speech packet.

**Grading Scale.** The following is an outline of the grading scale. A final grade less than 60% will result in course failure. Grades will be rounded up. For example, if your final grade is 87.5% you will receive a B+, but if it is 87.4%, you will receive a B.

- A (92-100%)
- A- (90-91%)
- B+ (88-89%)
- B (82-87%)
- B- (80-81%)
- C+ (78-79%)
- C (72-77%)
- C- (70-71%)
- D+ (68-69%)
- D (62-67%)
- D- (60-61%)
- F (below 60%)

Grades will be available for viewing via the school's website on the internet. All students and parents have been assigned a code to access them. At the latest I will post grades from the previous week on the following Monday morning.

I can be reached by e-mail at [sharoncoffee@libertychristian.org](mailto:sharoncoffee@libertychristian.org) or by calling the school's office at (714) 842-5992. My conference period is 4<sup>th</sup> period from 10:40-11:25 every day. Appointments can be made by parents contacting the school office.

As always please keep in mind that whatever you put into this course is what you will get out of it. I am looking forward to a great year,  
Mrs. Coffee

**Agreement Policy**

*I agree with and will comply with all classroom expectations and polices/procedures*

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**Student's Name (print)**

\_\_\_\_\_  
**Class Period**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent's Signature**

**Student's Contact Information**

(e-mail) \_\_\_\_\_

**Best Contact Information for Parents**

(e-mail) \_\_\_\_\_

(phone) \_\_\_\_\_

(other) \_\_\_\_\_