



Mr. Williams' English IV Honors Classroom Handbook

Student Name: _____ Period: _____ Date: _____

This handbook is for use in Mr. Williams' English IV HONORS [*HENG4*] Classroom

Mr. Williams' English Class

This course is designed to challenge the highly motivated college-bound senior who has a strong interest in literature and composition, as well as an extensive reading background. It allows dedicated students the opportunity to challenge themselves through a highly disciplined program of reading, discussion, critical thinking, and writing.

Classic and modern fiction (largely British) will be presented in a college-like manner with college level expectations. This class is developed to train and prepare students for success in college and life after Miami Northwestern.

English IV Honors Students

Students need to be willing to commit the time and energy required to keep up with a fast-paced, extremely demanding curriculum. Honors students must be equipped and ready to think critically. They must also recognize their responsibility to be fully prepared for class discussion, to actively participate in the exploration of works of literature, and to consistently meet deadlines for reading, writing, and projects.

Honors English Curriculum

Students in this Honors English class will be provided with a reading list. Independent reading is not suggested; it is demanded. As well, students will participate in the classroom reading requirements and exercises. The high demand of this class will require students to work inside and outside of this class. There will be daily, weekly, and year-long assignments and projects.

Controversial Topics Disclaimer:

In this class, students will engage in controversial topics and assignments. If there is any foreseeable topics that may be problematic, please feel free to share them with the teacher, who reserves the right to assign another topic for the student to cover or not, or simply have your child removed from this class. This includes "R" movies and clips.

Mr. Williams' Philosophy

In my English classroom, parents or guardians can expect their children to learn valuable knowledge that will enable them to successfully survive in their community and the world in which they live.

Attendance Policy

Regular class attendance is expected of all students. If your child is absent for any reason, it then becomes the child's responsibility to obtain the assignments.

Likewise, SCSi is not a part of my curriculum. If a student misbehaves and ends up in SCSi, I may not grade his/her assignments. I do not feel that students should go to SCSi in the first place; they should not be allowed the same grades and opportunities as those students who are well-behaved in this classroom.

Tardiness

Students must be in their seats and ready for class by the time the bell rings. Unless adequate reasons are furnished, students will be marked tardy, might not be admitted to class, and may not be allowed to make up missed assignments. Therefore, be on time!

Needed Contact

At times throughout the school year, there will be situations that **I will** contact parents. This will either be for positive or negative reasons. I believe parents need to be involved in their child's academic lives every step of the way.

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Grading

Scholastic Grades:

I use an alternate grading method that coincides with the school and Miami-Dade County Public Schools' system. It is a point system that allocates points to specific assignments which add up to a letter grade. The following chart shows the academic grades used for both MDCPS and my classroom.

| Letter Grade | Numerical Value [%] MDCPS | Interpretation | Grade Point Average [GPA] |
|--------------|------------------------------|-----------------------------|---------------------------|
| A | 90-100 | Outstanding | 4 |
| B | 80-89 | Good | 3 |
| C | 70-79 | Satisfactory | 2 |
| D | 60-69 | Minimal; Improvement needed | 1 |
| F | 0-59 | Unsatisfactory | 0 |

Scholastic Grades:

- Some assignments are given just one grade-in the form of a number. This raw score/number is simply added to the students' final grade to help with the total in the 3rd column above.
- Other assignments are given 3 grades: a raw score, a letter grade, and a percentage. Each score serves a purpose: the raw score is to be added for teacher and students to keep track of students' grade; the letter grade aids everyone in interpreting the results of the work, and the percentage is used to determine what percentile of the class did a specific student end up in.**
- Essays and Writing Scores are given 4 grades and will be explained at a later date.



Effort Grades:

- These are the same as all MDCPS classrooms. There is, however, an additional signal: A check mark (). If I see that a student has attempted an assignment, if he/she need some extra points to make it up to a higher letter grade, check marks will definitely help.

Conduct Grades:

- Like all MDCPS classrooms, all my students begin with an "A". Their change in behavior also constitutes a change in their grades.

"People need a goal to galvanize them."

--- John C. Maxwell

Home Learning Assignments

I believe that regular, purposeful home learning assignments are an integral part of my students' education. Students learn material faster and more concretely when they've practiced on their own. **Therefore, students have home learning and/or reading assignments every night.**

Assignments and Work

- I believe in hard and exceptional work. Sloppy or inadequate work will not be tolerated! Also, there is a tremendous amount of work that is required for this class.
- All written or typed work—unless otherwise stated—must be done in **blue or black ink**. No credit will be given for work done in any other color or pencil. These different colors and pencils may be used for projects or, at times, instructed by me.
- All turned in assignments require the heading to be in this order or it will not be accepted:

| |
|--------------------------|
| Name of student |
| Period |
| Date |
| Name/Title of assignment |

Your heading must appear at the **upper left hand corner of your binder paper**, right by the red line, for the proper credit.

Assignment Box

After completing an assignment, making up assignments, or turning in home learning and projects, place work in the class's assignment box, so both teachers and students know where to locate work done and turned in.

Likewise, trays and/or folders are allotted for each class period. Once assignments have been graded, students may pick up their graded work from these folders or trays.

Politeness

Politeness in this classroom is mandatory! Expressions like "Good Morning," "Sir" "May I...," etc. are extremely important, and are highly encouraged in this classroom. Students will need these skills out in the world and their community.

Classroom Discipline

All classroom policies and rules have to be adhered to. Whatever disciplinary actions instituted by the school will be followed to its fullest extent by me if necessary.

NOTE:

Laziness is not tolerated in this room. No child is expected to come into this room and not attempt to do any work, whether it be challenging or not. There are too many children out there who wish they had the opportunity to be in a classroom.

Positive Consequences/Rewards

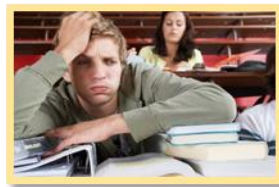
1. Praise (daily)
2. Positive notes Home (random)
3. Various other perks (random)
4. Certificates & Special Awards (random)
5. Phone Calls Home (random)
6. The Joy of Learning (daily)

Negative Consequences/Penalties

1. Warning
2. Phone Calls Home
3. Parent conferences with referral
4. If #3 is not acceptable, then student is not allowed in class until a parent is contacted.
5. For severe disruption, student is sent immediately to administration

Internet/Email/Computer Assignments

Students will have assignments where computers and/or the Internet will be required. Please aid your child in these assignments by allowing him/her access to a computer. If a computer is not available at home, the school's media center or public libraries have these accommodations.



Teacher Signals

To get students' attention, I will refer to them as "Ladies and Gentlemen." If their attention is not given, I will wait until they are ready for my instructions.

However, if I have to wait for too long, I may reduce points on an assignment, add parts to an assignment, or scrap an assignment all together and distribute F's.

Announcements

Whenever the announcements come over the PA system, students are expected to be quiet and listen, for vital information will be forth coming.

As well, telephone etiquette is expected, whenever someone within the room is using the class' telephone. Students must be respectful and quiet during these conversations.

This is even more so vital, as you are all seniors who need to listen to the announcements.

Assignment Symbols

Whenever an assignment is returned to a student, aside from the regular notes to that specific student, these are the symbols that may be on that student's assignment. He/she should make sure he/she returns the corrected assignment for a grade.

1. (something is missing from heading)
2. Fix heading – something is wrong with heading.
3. -- (spelling/grammar usage is incorrect.
4. Redo! – Student must do assignment over.
5. (Heading is on the wrong side)
6. {or} -- (something is wrong with that specific section of the assignment)
7. See me – student has misunderstood the assignment, and I will need to clarify data.

Tardy Assignments NOTE:

Some assignments can be turned in up to two weeks before progress or regular report cards come out. Instructor will indicate what assignments can be turned in late. Alternate dates will be given; however, this is dependent on teacher, time of semester, and reason furnished. All due dates will be determined in quite enough time for adequate completion.

Field Trips: It is highly recommended that a maximum of 2 field trips are taken during the duration of this course, if necessary. We are preparing for an important Standardized exam, and class attendance is mandatory.

PLAGIARISM: SEE ADDITIONAL PAGE.

Note, however, that this is not tolerated. YOU WILL BE GIVEN A "Z," if you do not turn in your own work. Your honesty and honor are expected. When in doubt, ask!

Failing to plan is planning to fail.

--Unknown

Classroom Procedures:

Beginning of Class

1. Students are expected to enter the classroom and locate their designated seats—ready to work. Students may also use drop-box if they wish.
2. Writing paper, headed up correctly, and materials should be ready. They should begin their first assignment, which usually does not require teacher instruction.
3. Check today's agenda for the day's lesson.

Likewise, any grouping of class outside of the room, needs to be done quietly and orderly. Examples of this would be fire drills, trips to the media center or auditorium, etc. Punitive measures will be taken if this rule is not complied with.

How this class works:

- You will frequently have tests on what we've covered previously in class weekly or biweekly.
- Reading Logs need to be turned in every 2 weeks.
- You will have classroom assignments, ongoing projects and assignments, plus regular home learning assignments. **NOTE: some of these assignments will overlap, but student is still responsible for the assignments speedy and thorough completion.**
- Discussion, presentations, and a lot of writing are required for this class.
- **Drop Box:**
If students possess cell phones, which in this class are **prohibited**, they may place them in the teacher-provided Drop Box until the **end of class**. If they chose to keep the phone on their person, and it goes off and disturbs the class, and they answer it, students could face a **reduction in grades**. Students may be allowed to step out of the room to make emergency phone calls.
- **The bell does not dismiss this class, I do.** Students must make certain that their areas are clean and orderly, and then they need to wait until I say they can leave before they do so. **NOTE: Tardy notes to other teachers will not be given. Students should know and take care of their responsibilities before leaving my class I permitted.**

Our Class, Our Rules:

Here are the 5 simple rules that govern this classroom:

1. Follow directions the first time they are given.
2. **Show respect (for self, others, and their rights and property)**
3. Be prepared for class. Bring the necessary supplies.
4. **Raise your hand and wait to be acknowledged.**
5. Be in class and seated on time and ready to work. Once in, stay in. You might not be allowed in afterward.

"Shortchange your education now, and you'll be short of change for the rest of your life." —Unknown

Outlawed

The following items are what I do not want in my classroom, to ensure optimal student success:

1. Touching anything on Mr. Williams' desk without permission
2. Not taking care of our classroom, each other, and our supplies
3. Not trying your best.
4. Food and gum
5. Liquid paper/White Out
6. Cursing/teasing/Or use of any profane gesture or language
7. Leaving the room without permission
8. Cheating/Not doing your own work
9. Slacking off and laziness
10. Playing and running around the room
11. Loudness and disruptive behavior
12. **Cell Phone usage* - There are frightening consequences for this infraction. Please advise your child of the seriousness of disrupting the class with cell phone usage, texting included, even if it is to communicate with a parent.**



Supplies for this class:

For school and home: In order to achieve optimal success in this class, students will need the following supplies:

1. A 3-ringed Binder, 3" or thicker w/ dividers
2. 2-jump drives (USB Storage Units) or Internet storage accessibility.
3. One small note book for homelearning & reminders, cell phone with picture capabilities, or Binder paper kept in Home Learning Logs section of Binder.
4. 2 packs of 3x5 note cards
- 1 pk white/1 pk colored
5. 1-3 packs of pens:
In my class, only pens are allowed, unless otherwise stated. Black or blue ink only; other colors may be used for projects.
6. Minimally 3 Packs of white binder paper of at least 200 pages each. Yes, we will probably use all of these.
7. One college dictionary and one thesaurus to use at home. Online dictionaries are fine too.
8. Access to computer with Internet and email accommodations.
9. Access to Printer.
10. An additional folder/binder for yearlong portfolio, projects.
11. A variety of colored highlighters
12. **At home:** Stapler and Hole Puncher
13. **Students will be required to purchase class novels and additional items throughout the year. See syllabus.**
14. As well, students will be given a textbook to take home for home learning assignments and reading.



Life after high school requires great and meticulous information storage and access. Therefore, there are regular binder checks throughout the year. This is to ensure students are keeping their notes and assignments up to date for their **final – which is open binder.**

These binder checks are worth several grades and are the bulk of the student's grade at the end of the year.

Inside your binder:

- ✓ This handbook – you will need to refer to it throughout the year
- ✓ All handouts given by teacher

- ✓ Grade Tracking Sheets
- ✓ Writing assignments, Notes, reading logs, etc.
- ✓ Anything not kept in your classroom folders

Your Binder should be neatly divided into the following sections:

- * **Vocabulary and stock language (kept in front)**
- * **English Handouts**
- * **Notes (BODs)**
- * **Homelearning Logs and Calendar**
- * **Assignments**
- * **Projects**
- * **Study Pages (you may need a pouch as well)**
- * **Essays & Revisions**

Keep this handbook handy. You'll be required to refer to it throughout the year.



What exactly are Honors Classes?

Honors Courses

Specific objectives have been adopted for honors courses, including the following.

1. Honors courses emphasize development of analytical and evaluative skills through readings from primary sources, journal articles and other supplementary materials.
2. Honors courses encourage students to engage in high-level thinking and learning through activities such as intensive discussion; writing in small, collaborative

learning settings; and intensive research papers and projects.

3. Honors courses promote independent thinking by making students accountable for important aspects of their learning.
4. Honors courses place material in a conceptual context that illustrates its importance and relationship to other knowledge.
5. Honors courses provide enhanced opportunities for students to develop research skills and produce independent, original research or creative products as part of the course requirements.

"Children have to be educated, but they have also."

Ernest Dimnet

"Work banishes those three great evils: boredom, vice, and poverty."

--Voltaire



First Home Learning Grade

We are/I am
_____, the parent(s)/guardian(s) of

in your ____ period class.

Student Signature:

We have read and understood your English classroom handbook. If we have any questions, we will contact you. Thank you.