HERITAGE HIGH SCHOOL – ENGLISH DEPARTMENT GUIDELINES 2017-18

http://hhs-english.weebly.com

Classroom Expectations:
Respect
Integrity
Self-discipline
Kindness

Grading Policies:
The English Department will use the following system for grading. This reflects the weight of the course strands in the compilation of averages:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td>30%</td>
</tr>
<tr>
<td>Composition/Projects</td>
<td>35%</td>
</tr>
<tr>
<td>Grammar/Vocabulary</td>
<td>10%</td>
</tr>
<tr>
<td>Speaking/Listening</td>
<td>15%</td>
</tr>
<tr>
<td>Standards-Based</td>
<td>10%</td>
</tr>
</tbody>
</table>

The students’ final grade will be determined using the following formula:

First Quarter 40%
Second Quarter 40%
EOC/NCFE 20%

Retest and Make-up Policy:
Tests are not a large component of the English program; however, students should expect a grammar test with an optional retest. Students attempting a retest are subject to the school’s retest policy. The argument writing that is put into the Standards-Based Grading category allows for grades to be replaced as students demonstrate mastery of a skill during regularly scheduled SPES and timed-writing assessments. Please check the PLT syllabus (attached) for additional assessment policies.

Late Work:
The English Department deducts 10% per day for late assignments. Students who turn in the assignment after four (4) days cannot receive better than 60% of the earned grade. Students must be aware of school-wide late work cut-off dates. Students who have an excused absence on the day the assignment is due have one day to make up work. If the student is absent three days or more, please contact the teacher.

Student assignments are tied to the learning outcomes of a lesson. Students who do not participate in the assignments will find themselves at a disadvantage on testing and other summative assessments.

Extra Credit:
The English Department does not offer extra credit in any of the courses. Assignments have been chosen carefully to reflect the time and effort required by the student, plus the information the student will gain. Students are expected to complete each task as it is assigned.
Husky Help:
Students with an average below 80% in a class will be required to attend the Husky Help in-school remediation sessions for that class period. In addition, each teacher has office hours at least one day after school for additional help for all students. All students may attend Study Hall after school for homework help as well. English teachers and National English Honors Society peer tutors will be available if they need help.

Student Email:
All WCPSS students and staff must use WCPSS provided email accounts for teacher-student email communication. Teachers will not reply to non-WCPSS student accounts.

Student Code of Conduct and Husky Honor Code 2017-18:
In many organizations, honor is an empty word. We want our graduates to be marked by honor, and as such have developed the Husky Honor Code to address incidences of dishonesty.

Definition of Cheating: the act of gaining an unfair advantage, or misrepresenting one’s knowledge. It includes, but is not limited to:
- Using or taking the ideas or work of another, without correct MLA citation.
- Giving or receiving unauthorized aid from another person on assignments, papers, quizzes, tests, or examinations (sharing information; even copying answers to worksheets is considered cheating and therefore, unacceptable.)
- Plagiarizing.
- Getting advance information about quizzes, tests, or examinations.
- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
- Choosing to be absent on the due date of a paper, project, quiz or test.
- Lying about any of the above.

Pledge: As members of the Heritage community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work nor give or receive unauthorized aid.

Consequences for Violating the Honor Code:
2nd Violation: Same as first with addition of documentation in disciplinary program.
3rd Violation: Same as 1st and 2nd violations with addition of appearance before five panel Honor Court.
Consequences may range from the following:
- Loss of privilege to attend extra-curricular activities (dances, games, etc.)
- Loss of privilege to drive to school
- Loss of privilege to determine how you will spend Husky Help or lunch
- Denial of future access to dual enrollment opportunities
- Detention/OSS on the discipline scale

Cyber Bullying:
In accordance with Board Policy 2313/3013/4013 and the 21st Century Act (Public Law No. 110:385, Oct. 10, 2008) all students will be trained annually in internet safety. School districts are required to educate students about:
- Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.
- Cyberbullying awareness and response.
BYOD (Bring Your Own Device) at Heritage High School:
As of the 2016-17 School Year, HHS is officially a BYOD (Bring Your Own Device) School. As such, Students are required to sign the HHS/WCPSS BYOD Contract and Technology Usage Agreement. These forms only needs to be signed one time and will be kept on file. Other information concerning policies and procedures can be found at www.hhsbyod.weebly.com. However, the specific policy for mobile devices in every classroom is such:

- Students may use their devices in the classroom during instructional time, with teacher direction and instruction.
  - Teachers will display a RED card/signal indicating that your device is powered off, put away, and is NOT in use.
  - Teachers will display a YELLOW card/signal indicating that your device is on silent and is face down on the desk. Student should ask before using.
  - Teachers will display a GREEN card/signal indicating that your device is in use as directed by the teacher.

- Around the School Building:
  - Red Zones: The device MUST be OFF and away at all times.
    - Restrooms
    - Locker rooms
    - Gym (Outside of Teacher directed instruction.)
  - Green Zones: The device, when in use, must be on SILENT or VIBRATE at all times.
    - Supervised Instructional Areas (i.e. Locker bays, Media Center, Outdoor classrooms)
    - Hallways
    - Cafeteria/Commons area

BYOD Inappropriate Use and Discipline:
Inappropriate use of devices in the classroom Teacher will give student two options:

- **Choice 1** → Student can Personally place the device in a “Cell Jail” in a secured location in the classroom (i.e. File cabinet, Teacher Desk, anywhere that can be locked with teacher access.) and receive it back at the end of the class.
- **Choice 2** → Student will be sent to the office.
- Note: On the second offense of inappropriate use, student no longer has a choice. It will default to the Admin option.

Acknowledgement:
After reviewing the syllabus, please sign, date, and return to your English teacher by **September 8, 2017**.

-----------------------------------------------------------------------------------------------------------------------------------------
My student and I have read and understand the expectations and requirements for this English class.

(Student name – Printed)           (Parent/Guardian Name – Printed)

(Student signature)                 (Parent/Guardian Signature)

Date: ____________________________