

Ms. Gillen's Guidelines for Success  
English 7, 8, 9 and 10

1. Keep hands, feet and objects to yourself! Also remember, there is a time to talk and a time to listen. **KNOW THE DIFFERENCE!**
2. **Come prepared to work.** Bring all books, notebooks, assignments and writing implements with you. Failure to do so will result in your receiving a tardy. Repeated failure to come prepared will result in your receiving a detention. There is no sleeping in this class. Sleeping will be dealt with by a detention. Failure to work on class work assigned will also be dealt with by a detention.
3. I give two kinds of homework. The first is small, daily assignments. If you do not hand them in when the class does, they will be considered late and marked accordingly, generally one point per day late. Secondly, essays and projects are often due a week to a month from the time they are assigned. There will be NO extensions on long-range projects and written work so the penalties for them being late are more severe, often 5 to 10 points per day, depending on the project.
4. You can accrue three types of extra credit.
  - a. Little extra credit points. These are for little things, and they accumulate.
  - b. AR points. These are given for passing AR book tests. They also can be given for other types of bigger extra credit undertakings. If a book from our library doesn't have an AR test, you may complete an oral book conference with me to get the credit. You may read up to five books per quarter for extra credit. Each AR point you receive raises your quarter grade by one point. Points do not carry over to the next quarter. Each quarter you start anew.
  - c. Student-driven extra credit. At any time during the year, you can suggest extra credit you would like to do and we will negotiate the value of the project.

GRADES 9/10. All essays, both draft and final copies, will be submitted in typed form unless directed otherwise. Use a legible 12-point font. Print in black unless directed otherwise. Use standard 1" margins and double-space your work. Be sure to save to your folder on the Network Neighborhood. **DO NOT SAVE TO THE HARD DRIVE OF THE COMPUTER ON WHICH YOU ARE WORKING.**

5. This is a no pop, no candy classroom. We are close to a water fountain, and you are free to ask to go to the fountain at any time. Only clear water is permitted!! No Gatorade or power drinks are allowed. iPods and other personal music devices are not permitted at any time.
6. Grading is per the Chinook grading scale, available on the Infinite Campus site. There is a comprehensive semester test in each class, which counts for 4% of the semester grade in Junior High, and 10% in high school classes. The semester exam includes a review of the literature and grammar studied along with questions on the novels read during the semester. For 7<sup>th</sup> and 8<sup>th</sup> grade students, a section on spelling may be included as well.
7. Cheating. Instances of cheating will be reported to the office. Each student involved will receive a zero on his/her paper.
8. Make up work. Illness, family emergency and school related absences mean you will have two days to make up every day you are absent. The exceptions are for work you knew about before you were gone, such as papers that were due and book chapters due. If it is written on the homework board, you are responsible for it on the day you return. For unexcused absences, a zero is assigned.