Leon

High school

**Home of the Lions**

**Contact information**

haddenm@leonschools.net

Room 223

**My e-mail address is haddenm@leonschools.net. This email address is the best way to reach me!** The education of your student is very important to me. Please allow me at least forty-eight hours to respond to any concerns you may have so that my responses can be well researched and detailed.

**Course Description**

12th grade English is meant to prepare you not only for college but also for the real world. With that goal in mind, we will work on many critical reading and writing skills to ensure your preparation for an entry-level college English class. By the end of this school year, we will have engaged in in-depth analysis of a variety of grade-level texts. We will also incorporate reading and writing strategies to further develop critical thinking skills. In addition to reading, we will study the mechanics of writing and other standard elements of the English language. The writing we do will be grounded both in your personal experiences and the analysis of our literary and non-literary texts. Efficient writing skills are elevated by a strong vocabulary. Therefore, we will engage in the study of vocabulary as used in context.

**Materials Needed**

Bring the following materials with you to **every class**:

**3 – Pens (blue/black ink)** **1 – Pack of #2 Pencils 1 – Highlighter** **1 – Colored pencils/markers (optional but helpful)**

**1 – 3 Ring View Binder** **1 – Pack of dividers (Labeled: Journals, Vocabulary, Grammar, Essays/Drafts, Printed Texts)**

**1 – Pack of college ruled paper to be kept in your binder** **1 – Leon Planner**

**Textbooks**

 According to the State of Florida Statute, any damage to textbooks will result in full replacement value *(Collections textbook: $61.25 Close reader $23.95)* to be charged as an obligation through the school. The same applies to lost/missing novels.

**Class Rules**

1. Be honest at all times, and comply with instructions the first time they are given.
2. Respect yourself by advocating for your educational and personal needs.
3. Respect other people, their ideas and their possessions.
4. Clean up after yourself and treat this facility with the respect it deserves.
5. Be willing to learn and help others to learn too!
6. Be a Law Abiding Lion (follow all school rules)!

**Cellphones**

There may be times that we use cell phones for instructional purposes. Outside of these specified times, and per Leon High School rules, cell phones are not allowed to be used during class time. Students may receive one verbal warning before their cellphone is confiscated and handed over to student affairs. **If a cell phone is being used during an assessment, the student will receive a zero for that assignment.**

\*\*Please note that my classroom is not a place to charge a cell phone. Phones that are being charged without teacher approval will be confiscated and sent to student affairs. \*\*

**Academic Integrity**

Academic integrity violations can include plagiarism, cheating, and unauthorized group work on any assignment, project, or test.

If a student is caught the following will occur:

* The student will receive an F with zero credit.
* The citizenship grade will be lowered for the grading period.
* A notice will be recorded with the guidance office.

Any occurrence of academic dishonesty may be reported by the guidance office on college admissions applications.

**Remind101**

If you would like to receive homework and class updates, please send a text message to our class number (850-441-2888). When prompted, enter our class code **@Haddeneng4**. You will only have to enter this code once. Regular text messaging and data rates do apply. Parents are welcomed to join too!

**Class Time Expectations**

* If you were absent, check the Absent Work folder and the schedule for that week (located on the whiteboard). Do this before the bell rings.
* As soon as the bell rings, your phone should be away and you should be looking to the board for that day’s instructions.
* Once class has started, engage in all class activities and discussions.
* **Save all food and drinks for lunchtime**. Food and drinks, other than water, are not allowed during class time.
* Always treat your fellow classmates and school facilities with respect.

**Assignments and Late Work**

* When an assignment is due, it is due when the bell rings at the beginning of the period unless otherwise specified. Late work will be accepted with a late penalty of one letter grade for the first day it is late. **After the first day, all late work will receive half credit**.

**Absences**

If you are absent it is **your responsibility** to have your absence excused through the attendance office. You must also check the appropriate absent work folder on my desk for any work that was missed. Although I try to keep these folders up-to-date, it is ultimately your responsibility to ensure that you get the work. You will have as many days as you were absent to complete the missed work. After that time period, and in the case of unexcused absences, I reserve the right to not accept your work. Additionally, if an absence is coded as skipping, no work will be accepted. The student will receive a zero for that day.

**Grades**

Grades will be calculated using the following categories:

* Formative (work we do to form the knowledge) = 20%
* Summative (work we do to measure our level of mastery of the learning targets) = 80%

The grading scale will follow the standard grading scale for Leon County Schools (see student agenda).

**Discipline**

* Students are expected to advocate for their needs. This includes speaking to me ahead of time if they feel they have an issue for which they need help. Students will be referred to guidance when needed.
* Students will be given verbal and non-verbal cues to correct behavior issues.
* If a behavior issue begins to repeat itself, students will be asked to complete a “Responsible Thinking” form in which they reflect upon the behavior of concern and seek ways to work together with me to fix this behavior. If a student received more than two responsible thinking forms, he or she will be given a lunch detention and a notice that will be sent home to be signed within 48 hours. After a lunch detention, a student may receive a referral for the continued infraction.
* If needed, at any time, we can then set up a parent/teacher conference.
* In the incidence that a behavior, based on the Code of Conduct, warrants an immediate referral, a referral will be issued.
* It is paramount that all students in this classroom feel safe and respected, so I will mandate that students treat each other in a way that fosters this kind of environment.

**My Office Hours**

Barring any emergencies, I will be available to assist students during lunch Tuesday-Thursday. If a student is unable to see me during lunchtime, I will be available Wednesday after school. I ask that you let me know that you are coming.

T**radition •** P**ride •** E**xcellence**

**Signature Page for**

**Mrs. Hadden’s English Class**

**HOMEWORK:** Please share these policies and procedures with your parents and guardians and return this signature sheet by: Friday, August 19th.

I have read and understood all aspects of the guidelines and procedures for Mrs. Hadden’s English class and have shared them with my parents or guardians. I agree to abide by these policies.

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class Period: \_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Helping your student become a lifelong learner is a primary goal in my classroom. I want my students to discover that learning can be a source of enjoyment. As a result, **I will use a wide range of non-traditional instructional materials of high academic merit including popular literature, appropriate and instructionally related movies rated G, PG and PG-13 and occasional Internet access.** If at any time you feel that certain material is not appropriate for your student, please notify me for an alternative assignment. Your signature below will serve as your consent for your student to use the alternative instructional materials as described above.

I have read and understood all aspects of the guidelines and procedures for Mrs. Hadden’s English class. I agree to my student following these guidelines and procedures. Additionally, I understand…

* Email is the best way for parents and students to communicate with Mrs. Hadden.
* Parent/Teacher/Student conferences are also available through the guidance office.
* Electronic devices on or used in class will result in disciplinary actions. In the case of emergency, students must ask for my permission to use the phone in the main office. If you need to reach your child during the school day, please contact the school.
* Students needing assistance beyond the class period are responsible for coming to my office hours.
* Desks must be clear of personal possessions such as: cell phones, purses, hats, wallets and backpacks.
* Students are responsible for obtaining the work he or she missed when he or she was absent.
* All policies and procedures covered in this packet.
* In class and after school interventions will be used, at the teacher’s discretion, to handle discipline issues that may arise in the classroom.

Parent or guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle all that apply. My student has access to a working computer, a working printer, the internet

**Mrs. Hadden’s English IV Contact Sheet**

**Contact Information for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student Name)

Parent or guardian #1

Full name of parent or guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address (very helpful!): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Personal Phone Number (home or cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or guardian #2

Full name of parent or guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address (very helpful!): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Personal Phone Number (home or cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Information

Parents/Guardians - In this section, please include any information that you think may help me to provide the best educational opportunities for your student.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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