**English II Procedures**

**Mrs. Boisjolie**

**2017-2018**

**Read the following procedures for my class. Parents, please sign at the end of the document and return by Friday, September 1, 2017.**

**Materials: (please make every effort to have the following in class by Friday, September 1.)**

* 1 inch binder (compiled as follows)
	+ Loose-leaf notebook paper (wide rule) in binder
	+ Dividers in binder, labeled as follows: **Frames, grammar, vocabulary, assigned readings, and graded writing**
* Highlighters, pens (blue or black), pencils (bring each day to class)
* Spiral/composition notebook (perforated preferred)

**\*If you are able, please donate 1 box of Kleenex to the class (not required)**

**Due Dates/ Grading Policy:**

* ALL work is due by the DUE DATE
* Refer to Student Handbook for procedures regarding make-up work due to absences (excused and unexcused)
* Late work: **1 day: 30 points deducted; 2 days: 50 points deducted; no late work accepted after 2 days late**
* Late work must be submitted at the beginning of the next class period, not the end of the next school day.
* **10 points** will be deducted for work submitted with **no name**
* Tests = 50% and Daily = 50%

**Respect me and my classroom. Do your work. I will enforce due dates/reduction in points. However, I am willing to help ALL students, and I provide ample opportunities for students to complete work. I encourage students to check with me for weekly tutoring times during Mega Lunch.**

**Tardies:**

· Be in the room when the bell rings. I will count you tardy.

**Tutoring:**

· I am available during Mega Lunch (schedule will be posted in class and sent on Remind 101)

**Cell Phone Policy:**

Students have 3 options regarding their phones: keep them in their locker, in their bags, or place them in the bins at the front of room (with charging station availability). **I will not tolerate cell phones being out during the period unless we are using them for academic inquiry**. I will warn students once to put their phones away. Upon seeing a phone after a warning, the student will place it on my desk, and I will return it to the student at the end of the period. Should this become an issue, I will contact parents to discuss the student choice to not comply. When cell phones are needed for an educational purpose, I will allow them to be used.

**What I respect:**

* Honesty
* Strong work ethic
* Kindness

**Website and Remind 101:**

 Visit my Weebly site **(http://abookonthebeach.weebly.com)** for lesson plans, handouts, contact information, and research websites. I will be building my courses in Canvas as well for students to access (more information to come)

 Remind 101 allows students and parents to receive text notifications of due dates and important reminders.

o English II: send text to 81010 with the message **@mrsbeng2**

Parents, please feel free to email me anytime at hboisjolie@weatherfordisd.com. My conference is 5th period: 12:40-1:25.

I am looking forward to a great year!

Heather Boisjolie

Weatherford High School

**Please provide the following information for my files:**

**Student Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Age**:\_\_\_\_\_\_ **Class Period**: \_\_\_\_\_ **Course:\_\_**English II**\_\_\_\_\_**

**(1)Parent/Guardian: (print**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian **email** I may reach at ANY time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

**(2)Parent/Guardian: (print**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian **email** I may reach at ANY time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

**Preferred phone number:** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_