**COURSE SYLLABUS and Outline: English 12**

**Teacher:** F. Gonzales  
**Room:** Rm. 804 (media center)  
**Email:** florence.gonzales@pgcps.org  
**Telephone:** 301-636-8000

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**Course Description**

English 12 is a yearlong required course that will enable students to become skilled readers of wide range of literature, including prose, poetry, and short stories. Students are expected to read and respond to a variety of literature, independently, in group discussion and in writing. All facets of language arts - listening, speaking, reading, writing will be covered. The study of language in use - grammar, mechanics, sentence structure, and usage will be incorporated in this yearlong course as well. HSA test-taking skills and enrichment activities will also be tackled.

**Course Objectives:** The student will demonstrate the ability to:

- respond to a text by employing personal experiences and critical analysis.
- compose a variety of modes by developing content, employing specific forms and selecting language appropriate for a particular audience and purpose.
- comprehend language by applying the conventions of Standard English in writing and speaking.
- evaluate the content, organization and language use of texts.

**Course Materials:** These materials are required in class every day. Coming to class prepared is a part of your participation grade.

- Agenda Book
- Loose leaf paper
- 1 Composition Notebook
- Black or blue pen
- 1 Folder

**Course Textbooks:**

- Literature - Language of Literature: World Literature
- Language of Literature: British Literature
- Grammar - Language Network

**Grading Policy:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork</td>
<td>This category might include all work begun and/or completed in class, warm-ups, class discussions, group activities, student journals, participation and other assigned tasks.</td>
<td>25%</td>
</tr>
<tr>
<td>Homework</td>
<td>might include all work completed outside of the class setting, including: readings and/or related tasks, SR’s, constructed responses (BCR’s/ECR’s), students journals, and other tasks, as assigned.</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment (Oral and Written)</td>
<td>might include tests, quizzes, presentations, projects and quarterly or unit assessments. Pop quizzes will be given!</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Grading Scale:**

- **A** = 90 - 100
- **B** = 80 - 89
- **C** = 70 - 79
- **D** = 60 - 69

**Teacher’s expectations:**

- Show respect to your teacher and schoolmates.
- Follow the classroom rules and procedures.
- Be prepared to learn daily.
- Participate in activities as directed.
Charles Herbert Flowers High School
Course Syllabus

Teacher: Mrs. K. Williams, (Keisha.Williams@pgcps.org), 301-636-8000 ext. 314
Course Title: English Language Arts 12
Textbooks: The Language of Literature, World Literature and the Language of Literature, British Literature
Materials: A three-ring binder with five dividers and paper. Blue and Black pens only

Rules and Expectations:

- Complete and submit all classwork and homework assignments in time, no late assignments will be accepted.
- Be prepared daily: on time; in proper uniform; have pen, textbook, and paper
- No electronic devices
- No food or drink
- No passes

Course Descriptions:

This course is aligned with the English Core Learning Goals prepared by the Maryland State Department of Education. This course will also reinforce students’ mastery of the Core Learning Goals identified by the State of Maryland for its High School Assessment Program.

Course Objectives:

As a result of this course, students will be able to demonstrate the ability to:

- Demonstrate the ability to respond to a text by employing personal experiences and critical analysis.
- Demonstrate the ability to compose in a variety of modes by developing content, employing specific forms and selecting language appropriate for a particular audience and purpose.
- Demonstrate the ability to control language by applying the conventions of Standard English in writing and speaking.
- Demonstrate the ability to evaluate the content, organization of text

Outline of activities:

- Introduction to class syllabus, rules and procedures
- Essay writing
- Ongoing SAT preparation
- Read, analyze, and critique a major work
- Read and analyze works of British Literature, Medieval Periods, The English Renaissance, Romanticism, The Victorians all included in the course are various works of World Literature
- Research Paper

Grading Policy:
1. Assessments (tests, formal writings, quizzes, and projects) .......................................................... 50%
2. Classwork ........................................................................................................................................ 25%
   Includes Warm ups
3. Homework ........................................................................................................................................ 25%
Charles Herbert Flowers High School  
Course Syllabus

Teacher: Mrs. K. Williams, (Keisha.Williams@pgcps.org), 301-636-8000 ext. 314
Course Title: AP English Language and Composition 11
Textbook: Language and Composition, Readings for Writers, and 50 Essays along with several 
novels, essays, speeches and excerpts
Materials: 3-ring binder with 5 dividers (warm ups, classwork, tests/quizzes, essays, homework). Blue or 
Black ink pens.

Course Description:
This course engages students to become skilled readers of prose written in a variety of periods 
and disciplines. Students will deepen their understanding of the ways in which writers use language 
to provide both meaning and pleasure for their readers. The course will explore American as well as 
World Literature. At the end of the third quarter, students are required to take the 195-minute 
Advanced Placement English Language and Composition Exam.

Course Objectives:
- Course will enhance students’ ability to use grammatical conventions appropriately and to 
develop stylistic maturity in the prose.
- Course will provide opportunities to write in several forms; narrative, exploratory, expository, 
and argumentative.
- Course will provide for readings from primary and secondary source material carefully to

Course Requirement and Evaluation:
Upon completion of the AP English Language and Composition course, students will be able to:
- Analyze and interpret samples of good writing, identifying and explaining an author’s use of 
rhetorical strategies and techniques.
- Create and sustain arguments based on reading, research, and/or personal experience.
- Demonstrate understanding and mastery of standard written English.
- Produce argumentative papers that introduce a complex central idea and develop it with 
appropriate evidence drawn for primary and secondary source material
- Each semester, a research paper is required from each student (15 pages min.)
- Demonstrate understanding of the convention of citing primary and secondary source 
material.

Readings for AP Language and Composition
Major Works
1. Ralph Ellison---Invisible Man
2. William Shakespeare---Othello
3. Jon Krakauer---Jon Krakauer
4. Kate Chopin---The Awakening
5. Nathaniel Hawthorne---Scarlet Letter
6. John Steinbeck----The Grapes of Wrath

*Essays and Novel Excerpts
Maxine Hong Kingston---“Woman Warrior”
Toni Morrison---from Beloved
Frederick Douglass--- from Narrative in the Life of Frederick Douglass

*Several other readings and authors will also be included
The AP English Language and Composition Exam

The exam consists of 60-minutes for multiple choice questions followed by 120-minutes for 3 essay questions with an additional 15-minute period to accommodate the source selection of the synthesis essay. Performance on the essay section of the exam counts for 55 percent of the total grade; performance on the multiple-choice section counts for 45 percent of the total grade.

Expectations and Guidelines:

1. Complete a Summer Assignment, due on the first day of school!!!
2. Submit all assignments on time; no late assignments will be accepted!
3. Complete all required readings!
4. All in class assignments must be written in blue or black ink only. All out of class essays must be; typed, double-spaced, 12-pitch, Times Roman font. Papers that do not adhere to these guidelines will not be accepted.
5. The course requires the reading of several novels not included in the textbook. Please be aware that there will be costs incurred for these. Additionally, various essays and/or speeches will be read and may be accessed and printed via the internet. Cliff notes and on-line summaries have some good materials, but they will not replace the reading of the works themselves.

Grading Policy:

1. Assessments (tests, formal writings, quizzes, projects)………………………………………………50%
2. Classwork (includes participation and preparedness)…………………………………………….25%
3. Homework………………………………………………………………………………………….25%

I have read and understand both the Advanced Placement Language syllabus and guidelines.

------------------------------------------------------------------
Print, Student Name                          Signature, Student Name

------------------------------------------------------------------
Parent/Guardian Signature
Charles Herbert Flowers High School  
Course Syllabus

Teacher: Mrs. K. Williams, (Keisha.Williams@pgcps.org), 301-636-8000 ext. 314  
Course Title: English Language Arts 11  
Textbooks: American Literature  
Materials: A three-ring binder with five dividers and paper. Blue and Black pens only

Rules and Expectations:

- Complete and submit all classwork and homework assignments in time, no late assignments will be accepted.
- Be prepared daily: on time; in proper uniform; have pen, textbook, and paper
- No electronic devices
- No food or drink
- No passes

Course Descriptions:

This course is aligned with the English Core Learning Goals prepared by the Maryland State Department of Education. This course will also reinforce students’ mastery of the Core Learning Goals identified by the State of Maryland for its High School Assessment Program.

Course Objectives:

As a result of this course, students will be able to demonstrate the ability to:

- Demonstrate the ability to respond to a text by employing personal experiences and critical analysis.
- Demonstrate the ability to compose in a variety of modes by developing content, employing specific forms and selecting language appropriate for a particular audience and purpose.
- Demonstrate the ability to control language by applying the conventions of Standard English in writing and speaking.
- Demonstrate the ability to evaluate the content, organization of text

Outline of activities:

- Introduction to class syllabus, rules and procedures
- Essay writing
- Ongoing SAT preparation
- Read, analyze, and critique a major work
- Read and analyze works of American Literature
- Research Paper

Grading Policy:
1. Assessments (tests, formal writings, quizzes, and projects)…………………………………………………………50%
2. Classwork…………………………………………………………………………………………………………………..25%
   Includes Warm ups
3. Homework……………………………………………………………………………………………………………………25%
To: Charles Herbert Flowers High School Students, Parents and Guardians

From: English Department Instructor

Re: Classroom rules and procedures, required materials and grading policy.

Classroom Responsibilities:

- Students will respect one another through words and deeds. They may not interrupt and speak out of turn without first raising their hands. If not recognized, they can opt to write any question or concern on a note and place it in the “parking lot.” She will respond.
- Students will quietly enter the room with all the necessary tools required for full engagement, including but not limited to textbooks, homework and a black pen. If tardy, they will also quietly enter the room, sign the tardy log and have a seat.
- Students will maintain their desks and immediate areas surrounding them clean. Trash is to be discarded at the end of the class period.
- Students will remain in their desks unless Ms. Schaeffer gives express permission. The bell DOES NOT dismiss.
- Clothing must completely cover the body between the neckline and fingertips. Students may be sent home for an infraction. Students will not wear hats or hoodies.
- Classroom temperature is controlled by Ms. Schaeffer, and only Ms. Schaeffer.
- Students will wear ID tags around the neck and be readable and be accessible to faculty and staff at all times while on school property.
- Students are responsible for missed work due to absence. Make-up work will be accepted only with receipt of an excused absence from the Attendance Office.
- Students will not bring food or drink to class and will refrain from any personal grooming.
- Absolutely no personal electronic equipment including but not limited to cell phones and I-pods. Students will place any personal electronic equipment in their lockers.

Classroom Consequences: Charles H. Flowers High School’s staff is committed to providing a “Mecca of excellence” to all of their students. To that end, Ms. Schaeffer will provide after-school hours so that any student who wishes to address learning concerns can do so. Conversely, every student shall accept his or her responsibility to provide a safe, healthy and respectful learning environment where ideas and dreams flourish.

Sir Francis Bacon, a famous Renaissance English author, statesman,
barrister (i.e., attorney) and jurist famously wrote, “Knowledge is power.”

**Grading Scale:**

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- Below 60 = E

**Grade Distribution:**

Assessments, projects, research papers, benchmark exams ... = 50 percent
Classroom assignments to include but not limited to warm-ups, classroom activities, library research, classroom notebooks = 25 percent
Homework to include but not limited to reading assignments, journal entries and so on = 25 percent

*Students, please observe that you will not pass Reading and Language Arts unless you turn in your homework and classroom assignments in a timely manner and participate in classroom discussions.

**Course Syllabus:** Students will demonstrate the ability to make connections to texts, respond to literature; compose in a variety of literary forms (i.e., nonfiction narrative, poetry, drama, fiction, essay, etc.) appropriate to audience and purpose; control language through conventions of English; and demonstrate ability to evaluate content, organization and language in texts.

**Course Supply List:** On the first week of school, students will be required to bring a two-subject spiral notebook and a black pen or pencil. There will be additional readings and you may required to invest in their education by purchasing a paperback book.

**Course Textbook:** *The Language of Literature* (LOL) and *Language Network* (LT)

**Major Readings:** *Beowulf*
- Excerpts from *The Odyssey*
- Excerpts from *The Canterbury Tales*
- *The Tragedy of Macbeth*

**Mission Statement:** Charles Herbert Flowers High School's vision is for our students to achieve the highest level possible; therefore, we have high expectations for each student. We will become the Mecca of Excellent that we are destined to become if our students are
motivated and have the support of their parents, teachers, staff and community. Your signature indicates that you read and understood the course of study (classroom responsibilities, classroom consequences, grading scale and distribution, syllabus and course supply list) outlined and are willing to work to accomplish the goal as set forth.

Ms. M.A. Schaeffer, Instructor ______________________ Date ______________
E-mail: miriam.schaeffer@pgcps.org
Miriam.schaeffer@pgcps.org

Student’s Signature _______________________________ Date ______________

Parent/Guardian’s Signature ______________________ Phone #: _____________

E-Mail: _____________

Student’s Subject _________________________________ Period ______________

Approved _______________________________________________________

Helena Nobles-Jones, Principal, C.H. Flowers High School

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**Course Title and Grade Level:** English 10  
**Teacher:** S. Loftin  
**Email:** stephany.loftin@pgcps.org

**Course Description:** Analytically and rigorously engage yourself to become a more cogent reader, writer, and speaker for a variety of purposes. Actively read a variety of literary works, looking for and interpreting the author’s key assumptions, ideas, reasons, and justifications. Respond to literature in order to understand, explain, and evaluate the literary work. Further develop and bolster grammar skills in order to become more effective and proficient in written and spoken communication.

**Required Texts:**  
**Literature** - *Language of Literature: World Literature* (take home text)  
**Literature** - *Language of Literature: British Literature* (in-class text)  
**Grammar** - *Language Network* (in-class text)

**Required Materials:** Set up a 3-ring notebook with these four divisions: Warm-ups, Classwork/Notes, Homework, and Tests/Quizzes. Save computer documents for home and school use on a flash drive. Bring your notebook, textbook, and the other supplies listed below each day:

- your flash drive  
- several black and/or blue pens  
- PGCMLS library card for remote access  
- correction fluid  
- a highlighter  
- a ruler

**Rubrics and Grading:** Students are invited to participate in the development of rubrics to evaluate the quality of projects. Routinely make appointments to review and discuss your grades, which are based on the following scale:

- **Classwork = 25%**  
  {Warm-ups; Class Assignments; and Participation}  
- **Homework = 25%**  
  {Review; Reinforcement; and Preparation}  
- **Assessments = 50%**  
  {Tests; Quizzes; Presentations; Projects; Evaluative Paragraphs and Essays; and Research Papers}

*Pop quizzes will be given!*

**Research Paper:** During the second semester, one half of the assessment is the grade received on the research paper; the grade is determined based upon organization, grammar, mechanics, content analysis, format, citation, and documentation.

**Participation:** A 100% extra-credit participation grade will be assessed daily based upon submissions of all homework and in-class assignments and on compliance with class procedures and expectations.

**Tuesdays at 2:45 P.M. by appointment only:** Appointments will be scheduled for the first five students who request tutoring— at least one day in advance.
**Writing Guidelines:** All work submitted for a grade must be **neatly** written in black or blue ink *only* or word processed in black ink *only* as specified. Final drafting and publishing of essays must be double-spaced and word processed using 12 point Times New Roman, Arial, or Calibri.

**Technology:** Computers will be utilized in the final publishing of all research papers and projects and in the final drafting of all major essays. Reference and Internet use must be documented in MLA-formatted parenthetical citations and Works Cited/annotated bibliographies. The capabilities to quickly change, shift, correct, and produce a final product by using the computer are essential.

**Homework Policy:** Homework is an integral part of the student’s grade and is essential to developing skills to pass quizzes; to pass tests; to compose paragraphs, essays, research papers, etc.; and to complete independent projects.

**Assignments must be submitted on time on the due date.**

**Submit all homework at the beginning of class by the ringing of the late bell.**

**Late Work Policy:** For each absence you are responsible for presenting your *excused* yellow slip, for discussing with me all work and material that you missed on the day(s) of absence, and for attending tutoring to receive your missed **Participation** grade.

- If an assignment is due on a day of an absence from school, it must be submitted early **or** no later than the ringing of the late bell for the class period. **Email is an option.**
- If an emergency arises, email me no later than 15 minutes before the beginning of your class.
- For work assigned during an absence, you will have 2 class days for each day missed to complete the work.

**Otherwise, late work is not accepted.**

**ID Policy:** Properly display your ID each day as indicated by the rules of Charles Herbert Flowers High School.

**Uniform Policy:** Report to class each day properly attired and in full compliance with the mandatory school uniform policy of the Prince George’s County Public Schools and C.H. Flowers High School.

**Grammar and Associated Writing Skills:** Skills will include a review of the parts of speech, subject-verb agreement, pronoun-antecedent agreement, fragments and run-on statements, sentence structure, thesis statements, outlining, parallelism, scholarly quoting and documentation using MLA format, and other information needed for the ever-changing demands and opportunities of the twenty-first century.

**Expectations, Assignments, Projects, and Learning Activities:** Students are expected to read required literature texts and selections; compose paragraphs; draft major analytical essays via original literary response supported by analysis of professional and scholarly criticism; complete research papers/projects; enrich vocabulary; deliver oral presentations employing literary terminology, concepts, and devices; analyze oral presentations; and participate in academic classroom discussions, cooperative groups, and peer evaluation activities.

**Results:** Through active questioning and collaboration with others, students are expected to integrate freshly interpreted old knowledge with new information and experiences to construct reading, writing, and verbal skills that are useful to them, that prepare them for future academic work, and that inspire them to become lifelong learners.
Collaborative Student/Parent/Teacher Agreement

English 12    S. Loftin

For instruction and assessment, the English Core Learning Goals for Prince George’s County Public Schools state the following:

**Reading:** The student will demonstrate the ability to respond to a text by employing personal experiences and critical analysis.

**Writing:** The student will demonstrate the ability to compose in a variety of modes by developing content, employing specific forms, and selecting language appropriate for a particular audience and purpose.

**Grammar:** The student will demonstrate the ability to control language by applying the conventions of standard English in writing and speaking.

**Evaluation:** The student will demonstrate the ability to evaluate the content, organization, and language use of texts.

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**Class Procedures**

- Be on time and in uniform. When the late bell rings, be in your assigned seat—properly displaying your ID. Tardiness and class cutting are unacceptable.
- Deactivate and place all electronic devices out of sight.
- Quietly enter, submit your Homework at the beginning of class, and begin the Warm-up.
- Write only on the front of collected assignments, and stay inside both the right and left margins.
- Respond in sentences unless specifically instructed to do otherwise.
- If you receive a "See me." comment on a returned paper, please see me before you leave class.
- To receive a permanent grade for an assignment graded "INC.,” resubmit both a corrected revision and the original by the next class period. Staple the revision on top of the original.
- Raise your hand to be recognized --- no unnecessary talking.
- Remain attentive and on-task at all times --- no heads on desks/no sleeping.
- Remain in your assigned seat until dismissed by the teacher.
- Avoid writing on typed assignments, and use a ruler to draw straight lines.
- Use standard English when you email me, and always include your first and last names.
- Each emailed assignment must be sent as a separate attachment.
- Treat others with respect, and be a positive influence within the class.

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**Mission**

C. H. Flowers High School’s vision is for our students to achieve to the highest level. Maintaining our Mecca of Excellence is dependent upon the support of our students, their parents, their teachers, the staff, and our community. Your signature indicates that you have read and understood the course syllabus — along with the class procedures — and that you will work with us to accomplish the goals set forth.

Student’s signature: __________________________ Date: ______________

Parent’s/Guardian’s signature: __________________________ Date: __________

Teacher’s signature: __________________________ Date: __________
We are fortunate to have computers that have access to the Internet and to the media center’s printer. To further education, students will be allowed to access and communicate with other networks and computer systems. Our intention is to responsibly use the computers, the printer, and the Internet. Each page duplicated on the printer will cost 15 cents.

Below is a list of additional rules and principles we will abide by and maintain:

1. Our system has been established to help students learn and to help them further develop their computer skills.
2. Students will have access to the Internet and email.
3. No personal contact information (such as the student’s home and school addresses, telephone numbers, etc.) will be posted or shared on the Internet.
4. Any questionable or objectionable contacts received will be reported to the teacher.
5. Students will not engage in any illegal act, including attempting to gain access to unauthorized sites and disrupting any computer system by willfully destroying data or spreading viruses.
6. On the Internet, students will not use obscene language, display offensive graphics, engage in personal or discriminatory attacks, or post false or misleading information about individuals or organizations.
7. Students will not use headphones, speakers, MP3s, or music compact discs (cds).
8. Students will not access lewd or obscene material.
9. Students must save on flash drives or send information to themselves via email. Saving to a floppy disc is not permitted.

Adherence to these rules and principles is mandatory, and any violation of them will be met with zero tolerance.

Students must abide by their signed contracts.
The use of the computer is a privilege not a right.
If this contract is broken, the student will be assigned an ECR, his/her parent will be notified, and/or the student’s privilege will be revoked.

I have read the Media Center / Computer Lab Permission Contract above. By signing below, I fully agree with and understand the contents of this contract. If I breach any of the rules, I fully understand that I will receive a five-paragraph essay, that my parent will be notified, and/or that my Internet and computer privileges will be revoked for the remainder of the 2011-2012 school year.

Parent: ___________________________________________ Date: __________

Student: ___________________________________________ Date: __________

Teacher: ___________________________________________ Date: __________

Principal: ___________________________________________ Date: __________
To: Charles Herbert Flowers High School Students, Parents and Guardians

From: English Department Instructor

Re: Classroom rules and procedures, required materials and grading policy.

Classroom Responsibilities:

- Students will respect one another through words and deeds. They may not interrupt and speak out of turn without first raising their hands.
- Students will quietly enter the room with all the necessary tools required for full engagement, including but not limited to textbooks, homework, notebook paper and a black/blue pen. If tardy, they will also quietly enter the room, sign the tardy log and have a seat.
- Students will maintain their desks and immediate areas surrounding them clean. Trash is to be discarded at the end of the class period.
- Students will remain in their desks unless Ms. Landrum gives express permission. The bell DOES NOT dismiss.
- Clothing must completely cover the body between the neckline and fingertips. Students may be sent home for an infraction. Students will not non-uniform items.
- Students will wear ID tags around the neck and be readable and be accessible to faculty and staff at all times while on school property.
- Students are responsible for missed work due to absence. Make-up work will be accepted only with receipt of an excused absence from the Attendance Office.
- Students will not bring food or drink to class and will refrain from any personal grooming.
- Absolutely no personal electronic equipment including but not limited to cell phones and I-pods. Students will place any personal electronic equipment in their lockers.

Classroom Consequences: Charles H. Flowers High School’s staff is committed to providing a “Mecca of excellence” to all of their students. To that end, Ms. Landrum will provide after-school hours so that any student who wishes to address learning concerns can do so. Conversely, every student shall accept his or her responsibility to provide a safe, healthy and respectful learning environment where ideas and dreams flourish.
Grading Scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 60 = E

Grade Distribution:

Assessments, projects, research papers, benchmark exams ... = 50 percent
Classroom assignments to include but not limited to warm-ups, classroom activities, library research, classroom notebooks ................................................................. = 25 percent
Homework to include but not limited to reading assignments, journal entries and so on ........................................... = 25 percent

*Students, please observe that you will not pass Reading and Language Arts unless you turn in your homework and classroom assignments in a timely manner and participate in classroom discussions.

Course Syllabus: Students will demonstrate the ability to make connections to texts, respond to literature; compose in a variety of literary forms (i.e., nonfiction narrative, poetry, drama, fiction, essay, etc.) appropriate to audience and purpose; control language through conventions of English; and demonstrate ability to evaluate content, organization and language in texts.

Course Supply List: On the first week of school, students will be required to bring notebook paper, blue/black pencil, five-section notebooks labeled Warmups, Classwork, Homework, Returned Work, and Assessments, and any required additional supplies. Written work will only be accepted in blue or black pen. There will be additional readings and you may be required to invest in their education by purchasing paperback books.

Course Textbook: *The Language of Literature* (LOL and *Language Network* (LT)

Major Readings: *Beowulf*
- Excerpts from *the Odyssey*
- Excerpts from *the Canterbury Tales*
- *The Tragedy of Macbeth*

Mission Statement: Charles Herbert Flowers High School's vision is for our students to achieve the highest level possible; therefore, we have high expectations for each student. We will become the Mecca of Excellent that we are destined to become if our students are motivated and have the support of their parents, teachers, staff and community. Your
signature indicates that you read and understood the course of study (classroom responsibilities, classroom consequences, grading scale and distribution, syllabus and course supply list) outlined and are willing to work to accomplish the goal as set forth.

Ms. Landrum, Instructor ______________________ Date _____________
E-mail: lisa.landrum@pgcps.org

Student’s Signature _______________________________ Date _____________

Parent/Guardian’s Signature ________________________ Phone #: _____________

E-Mail: ___________________________________

Student’s Subject _________________________________ Period _____________
Class Rules and Procedures
1. Attend class daily and be on time. Tardy students must sign-in/completion the Tardy Log.
2. Stay in your assigned seat. Wear and properly display the school ID all the time.
3. Be in proper uniform. NO hats, hoods, coats and bookbags in class.
4. Be prepared to work, learn and participate. Bring all necessary school materials daily.
5. All work is to be completed in blue or black ink unless otherwise stated by the teacher.
6. Food, gum, beverages, cell phones and other electronic devices are not allowed.
7. Quietly enter, submit your Homework at the beginning of class, and begin the Warm-up.
   (late homeworks will be marked zero)
8. Raise your hand to be recognized - no unnecessary talking.
9. No Pass – Don’t ask. Nobody is allowed to leave the room except for emergency reasons or by request of the office. Agenda book signed by the teacher serves as the pass.
10. The bell does not dismiss you, your teacher does.
    (leaving class before dismissal time will result to no credits for all given works)
11. For excused absence, present the yellow excused slip. Be responsible to acquire make-up work and to notify your teacher ahead if absence will be due to a school-sponsored activity.
12. Treat others with respect, and be a positive influence within the class.

Consequences:
* Student - Teacher Conference
* Verbal Warning
* Zero Warm-up grade for unexcused tardy and no credits for walking-out or cutting class.
* Points deducted from participation grade and during any given work (i.e using phone during classwork, chewing gum while taking a test, unnecessary talking during class discussion, standing w/o permission during warm-up)
* Call parents/guardian.
* Referral to Grade Level Guidance Counselor
* Parent-Teacher-Student Conference
* Referral to SNAP (with behavior progress sheet signed by parent/guardian daily)
* Referral to Administration