

Teacher Contact Information/Website

The easiest and **best way to contact Miss Hawe is by e-mail: rhawe@hartdistrict.org**

You can leave a phone message at (661) 294-1188 ext. 502. Please leave a phone number where you can be reached from 2:00-4:00 p.m. A teacher website is currently under construction. It will be updated almost every day with the current assignments, deadlines, upcoming tests, etc. You can access the website from www.valenciavikings.com

Textbook

We will cover units 1-3, The Crucible, and Huck Finn during the first semester.

The **second semester** includes units 4-6, The Great Gatsby, and Catcher in the Rye.

Students will be able to use the **class set** of textbooks during class, but there should be a **textbook at home** to use when studying for tests or completing assignments.

When we begin reading the **novel** later in the semester, students will be expected to **carry** that book to and from class **each day**. Failure to have the novel in class daily could result in a loss of points. If some circumstance prevents a student from checking out a novel from the library, he/she should plan to borrow one from the public library. Students may wish to **purchase their own** copies so that they may highlight the book.

It is the responsibility of the student to **pay for any loss or damage** he or she may cause to the class set of textbooks. These books must be **treated gently** so they will be available to everyone throughout the year.

Supplies

Students should have a supply of college ruled binder paper for daily assignments and homework. Work should be completed in blue or black **pen**. A red pen will be needed as well. A pencil with a good eraser will be needed for some tests and other tasks. Returned work, handouts, assignments in progress, etc. should all be kept in a folder. Failure to have the proper materials in class could result in a loss of points.

Grades

The grading policy used in this class is as follows:

0-59=F;60-62=D-;63-69=D;70-72=C-;73-77=C; 78-79=C+;80-82=B-;83-87=B;88-89=B+;90-92=A-;93-100=A

Points can be earned in a variety of ways including: homework, class work, participation, quizzes, tests, essays, group activities, long-term projects, etc. All work should be completed on time and to the best of one's ability. The **most difficult grade to earn in this class is an F**. One must consistently fail to work, participate, prepare for tests, or care about the consequences in order to fail this class. Please ask for help as needed.

It will be **challenging to earn an A** in this class. One must consistently complete all work to the highest standard and achieve A's on almost every task in order to earn an A for the semester. Regardless of how smart you may be, I can only assign a grade based on the work you produce for me in this class.

While there **may be** occasional opportunities to earn **small amounts of extra credit**, students should not count on this to make up for consistently poor work quality or frequent missed assignments. In addition, students should be aware that there will **NOT** be a final test/project **at the end** of the semester that is worth a **substantial** number of points. Therefore, it is important to **do good work all semester long**.

Students will be updated regarding their current grade whenever they take a test or get back a major assignment. Parents should check with their students directly if they want grade updates more often than every five weeks. It is neither practical nor realistic to expect a weekly grade update for an individual student.

Late Work

If assignments are turned in late, they will **lose points**. There may be a date after which work will no longer be accepted regardless of circumstances. These details will be made clear to students for each task. In many cases, such as with a small, daily assignment, it is safe to assume that the work is due either at the end of class or at the beginning of class the following school day. For more important assignments such as essays, presentations, or projects, students will be given an extended period of time in which to complete these tasks. Failure to meet deadlines in these situations can result in an even more significant point penalty.

If a student will be **absent on the due date for a major assignment**, he/she should make every effort to get that work to the teacher on time. Students are always welcome to **turn things in early**. If the absence is for a school event of some kind, the work can be dropped off before the field trip or activity begins.

The “due date” of an assignment is the LAST day on which it may be turned in for full credit. If a student chooses to leave things to the last moment, he/she runs the risk of missing that deadline and losing points. If a student is on campus on the due date but does not appear in my class for some reason, he/she should arrange to drop off the work to Room 502. Failure to do so could result in a loss of points.

Attendance

Please refer to the student handbook for information about the school policies regarding absences and tardies. **Absences will always make it more difficult for you to do well in class.** Discussions, group activities, presentations, videos, etc. can't be repeated most of the time, and you will miss those learning opportunities if you are not here. There **may** be a chance to make up **some** group tasks or videos at lunch or after school at the teacher's convenience. Please take advantage of these **rare** opportunities whenever possible. If I discover that you were on campus for the rest of the day but did not show up for my class, you can expect a call home to your parent. **Truancy is completely unacceptable.** If you fail to appear in my class for a test or quiz, please don't expect to make it up unless you have an excused absence that has been cleared by the office. Tardiness on the day of a quiz may result in a zero, especially if the quiz is presented orally. **Be on time** for class every day to avoid going to OR. **School tardy policy will be enforced** every period. **An absence is an absence.** Whether you are home with the flu, at a dentist appointment, on a field trip, or on vacation, you are absent. There will be something going on in this class every single day, so you may safely assume that you will be missing something if you are not here for any reason. There are times when **extraordinary circumstances** may prevent you from attending class. Hospitalization, severe illness, and death in the immediate family are examples of extraordinary circumstances. If any of these unfortunate things should occur, please make every effort to find out what you have missed and make up that work as soon as possible. Please **discuss your individual situation with the teacher.**

Conduct

Please refer to the student handbook for school policies regarding behavior and consequences. If you choose to waste class time by requiring me to address inappropriate behavior issues rather than teach, you can expect to suffer the consequences. The problems I have seen most often in the past and which cause me the greatest aggravation are these: tardiness and truancy, cell phones and iPods out in class, food and drinks (other than water) brought inside, and disrespectful behavior. Anything that disrupts class in any way is simply unacceptable. Please handle all **personal needs ON YOUR OWN TIME.** Use the **restroom before or after class.** Please don't expect to be granted permission to use the restroom during class time. Students with serious medical issues should have a doctor's note on file in the office.

Class Policies Signature Form
due no later than _____

Name _____
(**PRINT** neatly) Per. _____

Returning this signed document is one of your first opportunities to **gain or lose points** in class. Failure to return this paper on time will cost you points. Forging a parental signature is never acceptable. If your parent is out of town or unable to sign this document right away, please inform the teacher immediately. If you require a second copy of this document for a parent who does not live with you, please let the teacher know.

Your copy of the class policies should be kept in your folder for future reference. If you lose your copy, you will have to borrow one from a classmate and photocopy it in the library or download it from the teacher's website once it is available.

This document is subject to revision as circumstances may warrant.

Please sign below to indicate that you have **read** the class policies described on the handout above and that you are **willing to abide** by those policies during the semester. Your **signature** below also **indicates your permission that the student may watch films/videos in this class that are rated either PG or PG-13.**

If you have any questions or concerns, please contact Miss Hawe by e-mail rhawe@hartdistrict.org or leave a phone message at 661-294-1188 ext. 502.

Please **DO NOT** tear this paper in half. **Return the whole paper** to earn the points.

I have read Miss Hawe's class policies and I understand the potential consequences for failing to follow them.

student's signature

parent/guardian's signature

PRINT parent's name

parent e-mail address: _____
(*optional*)

parent **daytime** phone number between 2:00 p.m. and 4:00 p.m. _____
(include area code if outside 661)

Please indicate if that phone number is _____ home _____ work _____ cell

NOTE: If the contact information provided above is different from what is available in the school database, please phone the registrar (ext. 414 or 415) and update your information. Quite often old phone numbers and email addresses are left on file, and this can be a serious problem in an emergency.