

Dear Parents/Guardian,

My name is Loral Monn and I will be your child's English III/III (H) teacher. With our block scheduling, we will cover large amounts of material in eighteen (18) weeks which will result in more homework for English. One of my goals this term is to communicate with you about your child's progress in my class. One of the ways that I do this is through my classroom website. You can access my website in one of three ways:

1. Type the following address <http://teacherweb.com/FL/DeaneBozemanSchool/LMonn/apt5.aspx> this will take you directly to my website.
2. Go to teacherweb.com. In the upper right hand corner is a link that states "Find your teacher", click on the link and follow the directions. The site will prompt you for your state (Florida), school (Deane Bozeman School), and then teacher name (L Monn).
3. Go to the Bozeman School Website: <http://www.bayschools.com> then click on the link for the Faculty at the top of the page. The list of faculty members is in alphabetical order, scroll for my name and click on the link next to my name that says webpage. If you click on my name it will open a box to send me an email.

Once you get to my webpage, I encourage you to bookmark/save to your favorites so that you can quickly access it in the future. Once on the page, please look around and see everything that is offered. The Announcement page has general information including dates for progress reports and report cards. The class pages show what we are doing in class each day. I also keep class archives that show everything we have done from the first day of class. This is especially useful if your child is absent from class. There is a calendar for each class to show due dates and a link for handouts that can be printed at home for use in class.

This year I am also creating a [Facebook Classroom Group](#). Look for "Mrs. Monn's English Class" and join the group.

Another way to communicate, follow your child's progress in class and **check your child's grade** is through Parent Portal. If you have not signed up for Parent Portal the Information for the Parent Portal is located at our district website: [www.bay.k12.fl.us](http://www.bay.k12.fl.us). Parent Portal is the only way your child's grades can be accessed online.

I would like to be able to tell all my parents that I can call you if your child gets behind in my class, but to be perfectly honest that is not something I can do on my own; I need your help. Please use my website and Parent Portal to keep updated on your child's progress. If you feel that your child is beginning to fall behind in class, please contact me. The best way to contact me and get a quick response is to email me. My email address is [monnlm@bay.k12.fl.us](mailto:monnlm@bay.k12.fl.us). If you contact me through a phone call I will do my best to contact you as soon as possible, but sometimes it will be the next day before I can call you back. The phone number is 767-1300. When you contact me, please include your name and your child's name (first and last names please) and I will contact you as soon as I can.

Attached to this letter is a copy of the Course Description for your child's English class, the policies for my classroom, a syllabus, and a supply list needed for the class. **Due to the block schedule and the pace that we will be moving in the class, it is extremely important that the policies outlined for the class be strictly followed, especially in relation to turning work in on time, and making up work in a timely manner.**

## Course Description:

In English III/III (H) the students will focus on analyzing and synthesizing knowledge of reading, writing, literature, speaking, and listening. In English III/III (H), students deepen critical thinking skills by focusing on making more sophisticated connections between literary elements found within, among, and between texts. The study of literature is extended to examine the connection of historical contexts to the development of language and literature, establishing perspectives, and comparing and contrasting elements in multiple texts. In writing, the focus is on composing with complex development of style and content. Writing processes become internalized with more student independence throughout the revising and editing stages. Listening skills in English III/III (H) are used to evaluate critical thought processes, and speaking skills target the delivery of complex directions and prepared oral responses. In the area of research, the focus is on accessing a wide variety of information to produce well-documented research reports and projects.

The Florida Sunshine State Sunshine Standards for English III/III (H) can be found online at <http://etc.usf.edu/flstandards/la/new-pdfs/points-11-12.pdf>.

## GRADING

Grades are averaged on a weighted system using the Formative and Summative categories. Formative grades are worth 30% of the grade and the summative grades are worth 70% of the final grade. Mid-term and final exams are factored in as 1/7<sup>th</sup> (or 14%) of the overall semester grade.

You can access your child's grade through Parent Portal: [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

## ABSENTEEISM & MAKEUP WORK

It is important that students are at school every day. It is very easy to get behind, especially with the block schedule. When a student misses a class it is his/her responsibility to acquire the assignment missed. A student is allowed FIVE days to hand in make-up work from the day returned. However, **if an assignment has been announced ahead of time, and a student is absent the day it is scheduled to be turned in, it will be due the day the student returns.**

**Turning in Makeup Work** – Attach a copy of the absence makeup work slip, this slip can be found on my website or in the classroom. Fill out the information on the slip which includes, the day of the absence, the name of the assignment, the day it is being turned in and my initials. Turn the assignment into the makeup tray **not** the daily tray.

If the work is turned in without the attached slip, or with a slip without my initials, the work will not be accepted. If the makeup work is not turned in within the five days of the absence (if it was assigned the day you were absent) **it will not be accepted and the grade for the assignment will be a zero.**

Due to the shortened time of block scheduling getting tests and quizzes graded in a timely manner for students who are in attendance on the day of the scheduled test or quiz, **all makeup tests and quizzes will be in different format than the original test.** Makeup test and quizzes also need the absent slip attached to the makeup assessment with all the information required. It is the student's responsibility to schedule a makeup time within five days of the student's return.

## Turning in Work

It is extremely important that students stay on schedule in class. Students are given plenty of time to complete all assignments. In order to receive feedback on written assignments and the return of quizzes and tests graded in a timely manner **it is extremely important that all work be turned in on time.**

I do understand that life happens, if this should happen please come and see me **BEFORE** the assignment is due. Bring with you whatever information has been completed on the assignment as we discuss alternative options. Understand that if you have not completed anything on the assignment, there may be nothing that can be done at that point, so please **do not wait** until the last moment to begin working on long term assignments.

If a student cannot come to school to turn in an assignment there are alternatives to still get the work turned in on time. A student may have someone else turn in the assignment, but please keep in mind that I am not responsible if the person chosen to turn in the work does not get it to me. Another alternative is to email the assignment to me at [monnlm@bay.k12.fl.us](mailto:monnlm@bay.k12.fl.us). Please send all work as a Word attachment, or a Rich Text document attachment, do not place your assignment in the email.

**If work is not turned in on time and no contact was made prior to the due date with the teacher, it is understood that the student will receive a zero for the assignment.**

## CHEATING

I take cheating very seriously, and both students and parents need to be aware of the consequences. Student(s) caught cheating will receive a Behavior Report turned into the office to record the act, the parent is contacted and the student(s) receive a zero on the assignment.

The following examples are considered cheating:

- Printing/copy and pasting essays, or a part of essays from the internet and turning it in as your own work;
- Copying someone's homework;
- Looking on someone's test paper;
- Using cheat sheets, open books, having notes out while taking a test, plagiarism, or writing on the desk, or clothing, etc...
- Working with a partner and having the same answers.

## English III Syllabus:

### Literature\*

- **Origins and Encounters 2000 B.C. – A.D. 1620**
  - Iroquois Myths
  - William Bradford
- **Colony to Country 1620 - 1800**
  - Anne Bradstreet
  - Jonathan Edwards
  - Patrick Henry
  - Thomas Jefferson
  - Benjamin Franklin
- **The Spirit of Individualism 1800 - 1855**
  - Henry Woodsworth Longfellow
  - Ralph Waldo Emerson
  - Henry David Thoreau
  - Walt Whitman
  - ee cummings
  - Edgar Allen Poe
  - William Faulkner
  - Mark Twain
- **The Changing Face of America 1855 - 1925**
  - Emily Dickinson
  - Edwin Arlington Robinson
- **The Modern Age 1910 - 1940**
  - Arthur Miller
  - John Steinbeck
- **Non-fiction reading**
  - Non-fiction articles

**\*Literature selections listed in the syllabus are subject to change.**

### Vocabulary

- Vocabulary is introduced through literature
- Students will use multiple strategies in learning new vocabulary

### Writing

- **Writing Structure**
  - Focus on sentence structure and correct use of grammar usage within writing
    - Sentence syntax
    - Punctuation
    - Verb and pronoun usage
    - Capitalization
- **Writing Conventions that will apply to ALL writing**
  - Be specific in your writing – vague answers/statements will be counted as incorrect
  - Write in complete sentences ALWAYS – incomplete sentences will be counted as incorrect

- Write your answers to questions completely – “Yes, because...” will be counted as incorrect (as that would be considered an incomplete sentence)
- Juvenile comments, or middle school mentality in your writings will invalidate your writing and you will receive NO CREDIT
- **Essay Writing**
  - Complex essay writing using primary and secondary sources to support ideas using different essay formats such as persuasive, argumentative, and expository

### **Research**

- Research Skills
- Use of MLA guidelines including Bibliography and Work Cited Pages
- Organize information using multiple techniques
- Create final presentation in a typed written format

### **Supplies needed for Research Project:**

- Index Cards
  - 3 x 5 pack (1)
  - 4 x 6 pack (1)
- Manila envelope (10 x 13)
- 1 inch Binder for final Research Paper and Research Packet Info
- Pack of page dividers with tabs (8 tabs)

### **General Supplies needed for class:**

- binder/folder/notebook for class work
- Loose-leaf paper
- Ink pens (blue or black ink only)
- Flash Drive
- Highlighters
- *Of Mice and Men* by John Steinbeck
- Computer Paper (for papers and projects – keep at home)
- Poster Paper (for projects – keep at home)
- Planner (recommended)

Please complete the information, initial the statements, and sign the last page stating that you have read and understand the policies for class.

Again if you have any questions or comments, please contact me. I am looking forward to working with all of you this term.

Loral Monn

**Please print the following information: (this sheet needs to be returned to Mrs. Monn)**

Student Name: \_\_\_\_\_ Class Block: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_ phone number  
\_\_\_\_\_ email address

**Please initial the following statements: (s) student's initial / (p) parent or guardian's initials**

I have read and understand the grading policy for the English class. (s) \_\_\_\_\_ (p) \_\_\_\_\_

I have read and understand the policy for turning work in on time and understand that if I do not turn in the work on time or contact the teacher prior to the assignment being due, I will receive a zero for the assignment.

(s) \_\_\_\_\_ (p) \_\_\_\_\_

I have read and understand the policy for makeup work, that I have five days if absent the day the assignment was given out, not the day the assignment was due.

(s) \_\_\_\_\_ (p) \_\_\_\_\_

I have read and understand the policy for turning in makeup work. I understand that if I am absent on the day an assignment was due, I need to have it when I return to school, or will need to make arrangements to get the assignment turned in on time. I understand that if I do not have the work ready to turn in and have not made contact with Mrs. Monn prior to the due date I will receive a zero for the assignment.

(s) \_\_\_\_\_ (p) \_\_\_\_\_

I have read and understand that there is a class website available along with Parent Portal so that the student and parent/guardian will always have a way of knowing what is being covered in class and that the student's grade may be checked online.

(s) \_\_\_\_\_ (p) \_\_\_\_\_

I have read and understand the cheating policy and understand that if caught cheating all students involved will receive a zero for the assignment.

(s) \_\_\_\_\_ (p) \_\_\_\_\_

I have read through the supply list and know that these supplies will be needed in class each day in order to be able to participate in class.

(s) \_\_\_\_\_ (p) \_\_\_\_\_

**Please sign:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_