



Ms. LeBoeuf  
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I would like to welcome you to my English III Class! Our focus this school year will be developing our skills as critical thinkers, readers, writers, speakers, and listeners. The development and mastery of these important language skills is not only important to achieving success in the classroom, it is also a critical component of achieving success in other school subjects, building strong relationships with others, and attaining a flourishing career as an adult. To keep things running smoothly, I have a list of procedures and expectations for my classroom that I expect **ALL** students to follow. These exist to ensure the maximum possibility for success for each student. Please read the following expectations and procedures with your parent/guardian. Please **sign** and **return** the last page.

#### **My Expectations:**

- Classroom Rules:
  - Walk into class quietly and prepared to learn.
  - Pay attention and don't talk while the teacher is talking.
  - No personal grooming, electronics, food or drinks (unless the drink has a cap).
  - Follow all teacher directions quickly.
  - Clean up after yourself.
- Consequences:
  - **Warning:** the teacher provides a verbal reprimand/reminder to student.
  - **Student Conference:** Student will conference with the teacher in order to discuss a possible solution (may include seat change and/or reflection assignment)
  - **Parent Call:** The teacher will contact the parent or guardian.
  - **Minor Referral:** The teacher will complete a minor referral form.
  - **Major Referral:** Major referral occurs immediately for severe behavioral disruptions or after 3 minor referrals have been written.

**My Procedures:** Procedures are the ways things are done in my classroom in order to ensure student success.

- **Grades**
  - Students will be graded on participation, homework, digital projects (both research and literary analysis), group projects, quizzes, tests, and essays.
- **Late Work**
  - Work not completed and turned in **by the assigned date** is considered late. If a student

is absent on the date work is due, the work is still considered late unless a doctor's excuse is presented. Students lose ten points for everyday an assignment is late.

- **COMPLETED LATE WORK** will only receive partial credit. **INCOMPLETE LATE WORK** will result in an F for the assignment.
- **Absent**
  - If a student is absent, it is HIS OR HER responsibility to check the designated daily folders for missed assignments and the class website.
  - Missing work/tests/quizzes are to be made up within **one week** of the absence.
- **Tardies:**
  - A student is considered tardy at one minute past the class start time. Students will lose participation points for each tardy. After three tardies, the student's parent/guardian will be contacted.
- **Notebook Grade:**
  - Notebooks/binders/laptops are graded once every 9 weeks. Notebooks should be divided into three categories: bellringers, notes, and exit tickets. If a student is absent, whether excused or not, it is his/her responsibility to get the notes they missed from a peer. Each section should be clearly labeled, and every entry should be dated. Points will be deducted for messiness.
- **Essays:**
  - Essays are to be turned in via email as they will be run through a plagiarism tracker. Plagiarism or academic dishonesty of any sort will result in a zero.
- **How to check grades:**
  - Parents and students are strongly encouraged to check the **Parent Portal** on a weekly basis to view the most current grades. Also, parents/guardians may contact the teacher to check their grade. Students also receive a progress report every 3 weeks. Additionally, the grade system will automatically call the parent on file for any "F" grades. Students should ask about their grade at the beginning or end of the school day (not during class). Every progress report, I will call home for any students with a D or F in the class in order to provide parents with the opportunity to motivate their student.
- **Bathroom Passes**
  - Students will receive **TWO** per SEMESTER. **THIS IS NON-NEGOTIABLE UNLESS THE STUDENT HAS A DOCTOR'S EXCUSE ON FILE.**
- **IMPORTANT WEBSITES/PLATFORMS WE USE IN MY CLASSROOM:**
  - **Owl at Purdue:** This website explains how to use MLA format. All essays must be in MLA format.  
[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_and\\_style\\_guide.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html)
  - **Microsoft Teams:** The classroom website where daily notes/lessons and assignments are posted.

**English II Supplies:** Students must bring these **materials**, their **books**, and **planner** to class **EVERY DAY!**

- **ALL of These:**
  - Binder, notebook, or laptop (notes divided into bellringers, notes, and exit tickets)
  - Writing utensil
  - 1 packs of copy paper
  - Lysol Wipes
  - Because of current safety protocols, students cannot share materials. Therefore, students need to have their own highlighter, scissors, markers, and glue.
- **ONE of These:**
  - Kleenex, Paper Towels, or Hand Sanitizer \_\_\_\_\_

**Planned Units (subject to change):**

**Unit One:** Short Story

- “The Story of an Hour” by Kate Chopin

**Unit Two:** Drama

- *The Crucible* by Arthur Miller

**Unit Three:** Novel

- *The Great Gatsby* by F. Scott Fitzgerald

**Questions or Concerns?**

Please feel free to contact me at school (318-427-0123) or by email [courtney.leboeuf@uacnla.com](mailto:courtney.leboeuf@uacnla.com)\_\_\_\_\_

**Please Detach this page and return to the teacher, signed.**

I have **received** a copy of Ms. Leboeuf's classroom expectations and procedures. I have **read** and **fully understand** them.

Student Name: \_\_\_\_\_  
\_\_\_\_\_

Student  
Signature: \_\_\_\_\_  
\_\_\_\_\_

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

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

Parent/Guardian's Phone  
Number: \_\_\_\_\_