

# **Mr. Ryan's ESL**

## **Disclosure Document: Policies and Procedures**

Welcome to ESL! This year you will gain skills in **Reading, Writing, Speaking, and Listening**, which will help you become a more effective communicator. In order to be successful in this class, you will need to familiarize yourself with the information below:

### **Grading**

Our grading scale is as follows:

A=84.5% and up

B=69.5% to 84.4%

C=54.5% to 69.45%

F=54.4% and lower

### **Homework / Independent Reading**

If you do not finish an assignment in class, it becomes homework. **You are also required to read 90 minutes outside of class each week** (class novels count as independent reading).

### **Preparedness / Make-up and Late Work**

Besides quality of work, you must also turn in assignments on time to earn full credit. I will still collect assignments up to a week after the due date for partial credit. If you are absent when I give an assignment, you are responsible to get any missing work as soon as you get back, either before or after school, in class, or during E-Time.

### **Classroom Novel Studies**

You will develop reading skills through the study of novels, short stories, non-fiction selections, poetry and plays. In addition to the texts we read together as a class, you will receive help with your required reading from other classes.

### **Citizenship**

Students start each term with 100 citizenship points. Failure to follow class and school rules will result in a loss of citizenship points. Your citizenship is Satisfactory (S) until you drop below 85 points. If you fall below 85 points, your citizenship Needs Improvement (N). Students below 70 points have Unsatisfactory Citizenship (U). Maintaining Satisfactory Citizenship is important, not only for its correlation to classroom learning but also for eligibility reasons. Students below S cannot participate in any school activities.

### **Materials**

When class starts each day, you must have a pencil, paper, and a book to read (class novel and/or independent-reading book). As a way to measure their progress throughout the year, I require my students to keep their daily writing assignments in a notebook that stays in the classroom. Please bring a notebook to class within the first week of school.

### **Cheating & Plagiarism**

Cheating in any form is unacceptable. Students who cheat will receive a zero for the assignment/assessment, and will have their citizenship dropped to a "U". The student will redo the assignment/assessment for 50% credit.

### **Need Extra Help?**

There are times that you may be confused or overwhelmed with your work. Please talk with me to arrange a time to come in before school, after school, or during E-time so that we can get you started. I want to help you be successful!

Additionally, the Homework Lab is open most days after school. This is beneficial if you do not have computer access at home and need to type a paper or finish another computer-related project.

**Contact Information**

If you have any questions or concerns about class, you can reach me at DFJH's phone number, 801-798-4052, or at my school email, [reilly.ryan@nebo.edu](mailto:reilly.ryan@nebo.edu).

Student and Parents/Guardians,

After reading the information above, print and sign your names below to show that you understand this class's policies and procedures and are willing to abide by them.

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

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

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

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