

TEACHER INFORMATION

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Website: www.hackensackschools.org/webpages/tterzano/
Room #: 261 on The Bridge
Office Hours: 7:55-8:20 & 2:30-3:00

If you can't find me, leave a note in my mailbox in the main office

HHS INFORMATION

HHS homepage: www.hackensackschools.bergen.org/

GRADING POLICIES:

Your grade is based on the following

25% Class Grade / Participation ~ you receive a class grade based on the following:

PUNCTUALITY, PREPAREDNESS, EFFORT, COOPERATION, RESPECTFULNESS

10% Homework and In-Class assignments

30% Quizzes

35% Tests & Major Writing Assignments

ASSIGNMENT GUIDELINES:

Major Assignments

All major assignments are to be **TYPED** and **SUBMITTED THROUGH TURNITIN.COM.**

WE HAVE ALREADY SET UP CLASSES AND ACCOUNTS FOR EACH STUDENT WHEN WE WERE IN ROOM 275 ON FRIDAY, 9/21.

- Please adhere to the following guidelines. Failure to follow the guidelines (or to hand in a hand-written copy when assignment must be typed) will result in a deduction of points (as many as 50) or **may not be accepted and will be considered officially late.**
 - 12 point font Times New Roman
 - 1 inch margins on all sides (go to File, Page Setup, Margins, and set at 1 all around)
 - Double spaced (highlight text and press Ctrl and 2 at the same time)
 - Spell Check and proofread all typed assignments.
- If emailing an assignment, please follow the guidelines:
 - **Place your work in an attachment.** Do not copy and paste or compose your assignment in the email itself.
 - Always put your first and last name and the period in the subject line.
 - Always save your assignment on a USB/flash/thumb drive **and** email it to yourself at your school address. This will ensure that you've always got a record of the assignment.
 - **See me during my morning office hours to retrieve your assignment. Do not rely on me to print it for you. Better yet, go to the library, access your email, and print it.**
 - **I will not accept the following excuses:** My printer is broken/out of ink; I forgot/lost my USB drive; I didn't know your email address; I sent it to your email address...I don't know why you didn't get it; My computer broke, etc.
- Major assignments lose 10 points per day late. After 5 days, the highest grade that can be earned is a 50, so make sure it's your absolute best effort.

Regular homework/class work assignments

- Assignments not completed during class will be considered late and will automatically receive a 0. **Your composition notebooks will NOT leave the classroom! All class work must be completed by the end of the period and written ONLY in your composition notebooks.**
- If typing your homework, you must proofread it. You may be able to earn up to 10 points extra credit for typing and printing your homework, but if it contains numerous grammatical/spelling errors, not only will you be denied extra credit, you may not receive *any* credit at all.
- When handwriting your homework and class work, use black, blue (or some other dark colored ink) only. Do not write in pencil, red ink, or highlighters. Failure to follow the guidelines will result in a 50.
- All handwritten assignments must be neat and legible. If I cannot read it, I will not grade it, and you will receive a zero.
- If late work becomes a chronic problem, you will be assigned a mandatory detention to make up the work. **The only way this work will be accepted is if you do the work in front of me. Do not email the assignment to me in an attempt to get out of mandatory detention.**
- Assignments that receive an R, must be redone and handed in the next day *with the original assignment* in order to receive credit. If you don't redo an assignment, you hand it in two or more days later, or you don't hand it in with the original, the grade automatically becomes a 50.

All Assignments

- Whether typing or writing an assignment, you must adhere to the following guidelines:
 - Write the appropriate heading in upper left hand corner of the paper**
 - First and last name
 - Date
 - Period
 - Title of assignment
- When emailing an assignment, I will send a confirmation that I received the email. If you don't receive a confirmation (will check my email before 10 pm and the following morning), then I haven't received the email and **you** probably didn't type correct email address. In such a case, the work will be considered late.

LATE WORK

- All make up work must be handed in **one week prior to the last day of the marking period.** These dates will be posted on the website!!!

MAKE UP POLICY~ please see "What to do if you are absent" handout in this packet.

MISSED TESTS & QUIZZES

- **MISSED TESTS AND QUIZZES-** when you are present the day before a test or quiz, and absent on the day of the test or quiz, **you are expected to make up the test or quiz on the day you return!** This will probably be done before or after school, rarely during class.
- Sporadic attendance or several absences prior to the date of a test or quiz requires you to make arrangements with me to schedule an appropriate date for the makeup which must be arranged within two days of your return.
- **ANNOUNCED TESTS & QUIZZES-** When present on the day of an **announced/scheduled** quiz or test, you are expected to take the test or quiz *even if you were absent prior to the date of the test or quiz.*

Classroom Guidelines:

1. **Respect-** In order to have a successful learning environment we all have to respect each other and ourselves. YOU

DO NOT have the right to disrupt students' learning; nor do you have the right to disrupt my teaching.

2. **Extra Help-** I am available before homeroom and during 10th period in room 276 (see office hours at top of page 1). If you have any questions concerning homework, material taught in class, tests/quizzes, etc., do not hesitate to ask me and I will help you. You may also email questions and concerns; please be sure that you email me by 9 pm.

3. **Preparedness-** In order to be successful in this class, you are expected to:

- Take out all necessary materials (pen, text, paper, notes, homework, etc.) **upon arrival to class**. Do not wait until I've started class to rummage through your backpack/notebook to find these materials!
- Bring all required materials- handouts, text, notes, pen, paper, homework, etc.
- Maintain excellent attendance
- Prepare for and meet assignment deadlines
- Take responsibility for completing all make up work promptly
- Participate respectfully in class discussions/activities

4. **Attendance / Cutting-** As a senior, it is of the utmost importance that you recognize the attendance and cutting policies, which will be enforced. If you cut, you **will receive an automatic 0** on work that was due, work that was completed (including tests/quizzes), and work that was assigned on that day. If you are absent, it is **your responsibility** to see me on the day of your return for your make up work.

If you miss class because of the nurse, band, chorus, meeting with a teacher / dean / coach / Drop-In / Guidance Counselor, etc. you must see me on that day (or check homework now and email me) to get the make up work and to show me the pass excusing your absence (without the pass, the absence will be considered a cut).

5. **Lateness-** You are expected to be in class BEFORE THE LATE BELL, in your seats, **prepared** to work. No exceptions! If you arrive late to class without a legitimately signed pass, you may be asked to make up the tardy after school at 2:30 or at 7:30 the following morning. Five unexcused tardies equals one unwaived absence.

6. **Cheating-** Results in a 0 FOR ALL INVOLVED. Do not "lend" someone your work. Do not "try to help" someone out by letting him/her use your homework as an example. Do not copy someone else's work. Do not hand in somebody else's work as your own (including essays from the Internet, former students, etc.). Do not ask for answers during tests/quizzes (this is cheating!). Cheating is an insult to your intelligence and mine. Please be true to yourself, even when you think no one is watching.

7. **Lavatory-** Do not abuse this privilege. If you do, you will lose the privilege –**This is a school policy.**

8. **Grades-** When an assignment is handed in, you are graded on the following: **Correctness** (are your answers correct?); **Effort** (have you tried to answer all questions? Skipping one question results in a 65; skipping two results in a 50; skipping 3 or more results in a 0); **Presentation** (a crumpled, torn piece of paper is not acceptable)

Last minute thoughts:

Notetaking: Taking notes is extremely important in this class. You should always take notes on what we are discussing in class on a particular day. **Reviewing these notes** will help prepare you for a test, quiz, and future related assignments. As a senior, you are expected to make connections to literature you've previously read. All notes, handouts, test/quizzes should be saved in an organized manner in your notebook.

How do you take notes?

Any passage from literature that we discuss in class is worthy of notetaking. Write down the page number (if it's a play write the act-scene-line numbers), the subject of the passage, the characters involved, the significance of the passage (why are we bothering to look at it), the literary devices that are used within the passage, important developments in the plot (if any). –If we talk about it, it's important.

Always date your handouts (this helps with maintaining organization).

Email

- You should create a school email account; life will be much easier. See the librarians to help you with this.
- Send me an email as soon as possible. That way, you're in my address book; save my response to you and all you'll have to do is "reply" to that email when you have questions or need to email an assignment.

Absences- Senior year is filled with activities- senior cut days, prom, prom weekend, etc. Be wise and save your absences so you don't find yourself missing out on these days.

Also, you've made it this far...don't let senior-itus and mental health days keep you from earning credit because you've accumulated more than 16 unexcused absences.

Final Exam- If you have an 80 average for the year (and an 85 in the 4th MP), you will be exempt from the final ☐

I am fair person. Certain things happen that are out of your control, but if you don't keep me informed as issues come up, I can't help you.

WHAT TO DO IF YOU ARE ABSENT

If you are not in English class for any reason, then you have been **absent**. Absences occur for a variety of reasons, but ultimately YOU are responsible for keeping up with work that you miss.

1. Remember that an absence is an absence, regardless of whether or not your absence was waived or unwaived. If you are not in class for any reason, then you have missed something!
2. Take responsibility for yourself. Do not rely on others to keep you up to date in class. That being said, be sure that you make an effort to see/contact me about the work you missed. If you fail to see me for the make up work, all work that was handed in on that day, all work that was completed on that day, and all work that was assigned on that day will be considered late.
3. Visit my teacher website (www.hackensackschools.org/webpages/sshaw1/) to retrieve any handouts you missed in English class. Handouts and homework assignments may be downloaded from the “Calendar” section on the webpage. Daily class updates are available on the “Calendar” page.
4. If you do not have a computer or an internet connection at home, come to school early the next day and use the computers in the library or room 275 to access class information.
5. If the library is closed, you may get your missing assignments during my office hours before school (7:45-8:10) or after school (2:30-3:00) in room 266.
6. Complete any assignment(s) that you missed and hand in the next day. If you’ve missed several days, you must create a schedule of due dates with me upon your return.

Guidelines for Hackensack High School's English Assignments

When responding to questions about a story, play, novel, or article, always:

1. Write in complete sentences.
 - Begin each response with a capital letter and end it with a period.
 - Begin each response by using the question stem (rephrasing the question into a statement).
 - Never begin a sentence with "Because," "And," or "But."
2. State specifically whom and/or what you are referring to in your answer.
 - **Example: Q**—How did Othello react when Iago told him that Cassio was having an affair with Desdemona?
 - **Wrong Way:** He was in a state of disbelief when he told him.
 - **Correct Way:** Othello was in a state of disbelief when Iago told him that Cassio was having an affair with Desdemona.
3. When using the words of the original text in your response put quotation marks around those words (anything you copy from the book must be enclosed in quotation marks) and write the page number in parentheses at the end of your response.
 - **Example for quoting from a text that is not a Shakespeare play:** Bernard Marx was able to use John the Savage to his advantage and "show to everyone that he was not someone to be ignored" (53). **Note:** You put the page number at the end of the sentence **before the period**.
 - **Example for quoting from Shakespeare plays:** One metaphor in Act II scene ii of *Romeo and Juliet* is when Romeo says, "It is the east and Juliet is the sun" comparing Juliet's luminous face to the sun's brightness (2.2.3). **Note:** The numbers are: The act, the scene, and the line(s) number and are separated by a period.
4. When paraphrasing (putting the author's words into your own), be sure to put the page number (or act, scene and line number if it is a Shakespearean play) in parentheses at the end of the sentence **before the period**.
5. Titles of novels, plays, full books, and magazines/journals/newspapers are underlined or *italicized* – **never both** and **never in quotation marks**.
Titles of short stories, poems, myths, articles, and chapter titles are in "quotation marks."
 - **Example for full texts:** *Brave New World*, *Othello*, *Rolling Stone*, *The Reading Teacher*, *The New York Times*
 - **Examples for stories, poems, myths, articles and chapter titles:** "The Most Dangerous Game," "The Road not Taken," "The Myth of Perseus," "Opinion on Stem-Cell Research," and "Chapter Five: The Civil War"
6. A book's plot, moral, purpose, characters' actions are in the **present tense**. The book does not stop/go out of existence because you are done with it. Always write about literature as if it is still happening.
 - **Wrong Way:** The book, *And Then There Were None*, **was** about many people dying on an island.
 - **Right Way:** The book, *And Then There Were None*, **is** about the death of many people on an island.
7. When referring to the author of the text, use both the first and last name the first time you mention it and the only the last name each time after.

Example: Aldous Huxley's *Brave New World* is a not a utopian novel. Huxley uses his characters' lack of human emotion to stress how cold and mechanical the society is.