

Dear Parents and Students,

Honors Composition and Research is a rewarding course designed to ensure a strong foundation in language arts skills that will prepare our students for college-level English composition courses. By studying the style and organization of model writers, the students have opportunities to think, compose, and communicate, drawing on many skills that take time and effort to acquire. Students derive satisfaction and a growing confidence as they become more capable writers. The teaching of research skills and documentation form is a substantial component of the course. The end of the course culminates in comprehensive research projects that integrate all the language skills in coherent, compelling, and well-reasoned products.

If you have concerns or questions, please contact me by email at [martinpr@spart6.org](mailto:martinpr@spart6.org) or by phone (582-4347 ext. 2134) and leave a voice mail message.

The following statements will clarify classroom policies:

- ◆ Students should be familiar with and observe the various rules and policies in the student handbook: absences, tardy\*, discipline, cheating, food and drink, and yes, cell phones.
- ◆ Students should schedule their time carefully to help them meet the demands of the course. If absent, students should call a classmate to get information or check with me upon their return (either after class or after school but not during class).
- ◆ Students should be in seats ready to begin work when the tardy bell rings.
- ◆ Students should bring proper materials (notebook, textbook, homework, pencil, etc.) to class on time every day.
- ◆ Students are responsible for work missed from absences or school-related activities. The student handbook details the rules for make-up privileges. **Students who are absent the day a paper is due should have the paper the day they return.** (This policy also applies to quizzes or tests for which students know about ahead of time.)
- ◆ Homework that is checked at the beginning of class is *not* accepted late.
- ◆ Grades on essays, projects, and other assignments will be dropped one letter grade for each day late.
- ◆ **Students are responsible for ensuring that they have a working printer ahead of time for typed assignments.** Malfunctioning printers do not excuse late work. Check ahead of time to make sure your printer works properly. Otherwise, you may hand-write assignments or print documents via a USB flash drive in the Media Center *ahead of time*. Papers not turned in on time because of printing issues are still considered late. Papers will not be accepted by email.

**Grading Policy:** Generally the weight is as follows:

<b>First term:</b>		<b>Second term:</b>	
Daily (grammar, HW)	40%	Daily	20%
Essays/Revisions	20%	Essays/Revisions	40%
Research	25%	Research	25%
Tests	15%	Tests	15%

**Discipline Policy:**

First offense: recorded and discussed after class.

Second offense: after school detention and parents contacted.

Third offense: referral to assistant principal.

\*consult student handbook for tardy policy

I am looking forward to teaching your son or daughter and know we will have a successful semester!

Paul Martin

I have read the parent letter for Honors Composition and Research and understand the expectations for this course.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student signature

*Parents should keep the first sheet.*

*Students should return  
only the last sheet with signatures*

Parent email (optional) : \_\_\_\_\_