

**Freshman English Syllabus and Course Policies**  
**Basha High School**  
**2020-2021**



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**COURSE DESCRIPTION**

Welcome to Freshman English. This course is designed to offer students a broad literature and writing curriculum guided by semester long themes. Emphasis will be placed on writing narratives, arguments, and expository texts, critical reading and analysis of both literary and informational texts and developing research skills. Throughout this course, we will be strengthening our skills in the four key areas of the Arizona ELA State Standards – reading writing, speaking/listening, and language, which can be found at <https://www.azed.gov/standards-practices/k-12standards/english-language-arts-standards/> .

## COURSE GOALS

- A broader vocabulary used appropriately and effectively.
- The ability to use a variety of sentence structures to enhance your writing.
- The ability to use a variety of writing strategies and structures to convey a particular message.
- The ability to create and sustain arguments based on readings, research, and/or personal experience.
- The ability to research an author's body of work and report your finding in a formal structure according to the discipline's governing format.
- The ability to analyze different genres of material ranging from non-fiction, short stories, poetry, drama, novels, speeches/oral-audio communications, and graphics.
- The ability to engage in a sustained academic conversation.
- The ability to communicate with a variety of people for a variety of purposes.
- The ability to effectively engage in all stages of the writing process.

### Supplies (upon returning to the classroom)

\*A word about supplies this year. When we return to in-person instruction until further notice regarding safety, students will be required to have their own supplies. We will not be sharing any supplies, including writing utensils.

- Extra masks and sanitizer for personal use and safety
- A notebook for English
- Blue/Black and RED pens
- Pencils – mechanical pencils (preferred) and extra lead/erasers will help minimize students unnecessarily touching surfaces
- Highlighters (2-3 colors)
- Colored pencils for projects
- Folder to keep returned work

## Classroom Policies and Management Plan

### A. GENERAL INFORMATION

1. **Online Platform** that we will be using is Google Classroom
2. **Online tutoring** will be available between 2:15 and 3:00 pm by appointment. I will also be available for additional assistance during the students' class time depending on the type of instruction/activity.
3. **General Behavior**
  - a. **RESPECT** all people and things great and small. This includes each other's IDEAS, PERSON, and PROPERTY.
  - b. **LANGUAGE is a reflection of character.** Negative comments, swearing, and name-calling of any kind, or inappropriate words or language, will not be tolerated in our classroom at any time. Please see the diversity statement.
  - c. Please come to class **PREPARED** to learn and participate every day, which includes bringing all necessary materials and a willingness to learn.
  - d. **Turn off your cell phones and remove all wireless headphones (AirPods, Beats, etc.) when you enter the class (including online).**
  - e. Besides bottled water, there is **NO FOOD or DRINK** allowed in the classroom unless you have a medical condition that necessitates it (which should be on file).
  - f. Do your best and own work each and every time.
4. **Video Agreement:** We will view movies/videos for educational purposes. When movies or videos are used, the purpose is to extend and enhance the texts that we will read. According to CUSD policy the films in class are rated G or PG.
5. **CONTRIBUTE to the learning environment.** Don't detract from it.

## B. COMMUNITY GUIDELINES

1. Be kind and treat all others with respect.
2. Respond to communications in a timely manner.
3. Participate in class discussions and group work when appropriate.
4. Stay positive in your interactions.

## C. GUIDELINES FOR GOOGLE MEET PLATFORM/ON-LINE ETIQUETTE

1. For synchronous instruction (face-to-face in real time), mute your microphone and turn on your camera.
2. School appropriate attire is expected.
3. **Be prepared for class** - Take the time to have all your supplies ready and homework done before you begin.
4. **Be respectful** - Be aware of strong language, all caps, and exclamation points. It is easy for written text to be misread and misunderstood. Bullying, belittling, or any other type of on-line harassment will not be tolerated.
5. **Think Before you Type** - Stay on topic. Don't post irrelevant comments, links, thoughts, or pictures.
6. **Be careful with humor and sarcasm** - make sure that it is clear you are being funny and not being rude, without hearing your tone, others might not realize you're joking.
7. **Replying to a classmate** - Be sure to use their comment to reply too and then summarize their thoughts and add your ideas or comments.
8. **Participate as instructed** - Be thoughtful about your responses and remember that "Please" and "Thank you" go a long way.
9. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.
10. **Use academic language.**

## D. GRADES/HOMEWORK

1. **How are grades determined:**
  - a. All grades are determined by a point and percentage system within the weighted categories.
  - b. Grading weights and categories are as follows:

Daily work/homework/practice	40%
Writing practice	30%
Assessments/Test/Quizzes	30%
  - c. Semester grades are calculated AS FOLLOWS:

1 <sup>st</sup> / 3 <sup>rd</sup> Quarter	40%
2 <sup>nd</sup> / 4 <sup>th</sup> Quarter	40%
Semester/Final Exam	20%
2. **Homework:** Assignments will be due on their due date. The date and time due will be listed on the assignment in Google Classroom.
3. **Late Work:** I do take late work on **MOST** assignments. All the work you will be assigned is either to prepare you for something coming up in class or a demonstration of content knowledge or a skill. As such, you are expected to complete all your work. It is difficult to assess a student's knowledge/skills without an evidence. The work is the evidence. Do your work. Turn it in on time. If you do not turn in, a zero will be placed in the grade book until it is turned in. If you are struggling to complete the work, please let me know. **A FEW ADDITIONAL NOTES:**
  - a. **LATE WORK:** I do take late work without penalty for most assignments. Final drafts on formal essays are different. You will have **TWO WEEKS FOR THE DUE DATE** to turn in missing work for a grade. After that, it will remain a ZERO in the grade book.
  - b. **I DO NOT ACCEPT LATE WORK THE LAST 2 WEEKS OF A GRADING PERIOD.** DEADLINES WILL BE ON THE WEBSITE AS WELL AS POSTED IN CLASS.
4. **Online Infinite Campus/Assignments**
  - a. All classroom assignments will be in Google Classroom.
  - b. You can check your students' grades on Infinite Campus. Details on how to log in and how to add the app to your smartphone are located at <https://www.cusd80.com/parentportal>.

## E. TADY POLICY, BATHROOM AND ATTENDANCE

1. **Tardy:** A tardy is defined as not being in your seat ready to go when the bell rings. The consequences for tardies are as follows:
  - a. 1-3 tardies = verbal reminder of tardy policy from the teacher.
  - b. 4 tardies = parent phone call and detention after school for 30 minutes
  - c. 5 or more tardies = referral to administration and further disciplinary action
2. **Restroom:** Please take care of your business during passing periods. If it is an emergency (and not that you are bored and want to wander the halls, meet your friends, etc.), you will be allowed to go as long as you **sign out and leave your phone!** Please note, no one will be given permission to go to the restroom the first or last 10 minutes of class or during tests/quizzes. If you abuse the privilege (more than 3 times per semester), you will not be allowed to go.
3. **Attendance:** Unexcused absences are considered trancies. Unexcused absences will be considered as ditching and the student will be referred to administration. Consequences for Absences: The following actions will be taken after 10 absences per semester and after 10 consecutive absences.
4. **Ten Absences:** After 10 class period absences per semester, the student will receive a referral to administration. The student may be dropped from the class with an "F".
5. **Ten Consecutive Absences:** After 10 consecutive days of absences per semester, the state requires schools to automatically withdraw the student.

## F. ABSENT AND MAKE-UP WORK

1. **Missed In-Class Work:** If you are absent, you are responsible for making up ALL your work. That includes our daily warm-ups and any class activity (station rotations, discussions, etc.). If you miss a class activity like a discussion, you will be given an alternate assignment.
2. **Excused absences:** You have as many days to make up work for an excused absence as days missed. All major projects and essays must be turned in on the given due date whether absent or not (due dates are given well in advance). Make-up work for each day will be available upon request, and most often on my teacher webpage. Test make-up must be arranged with the teacher **immediately** after missing a test.
3. **Unexcused absences:** Unexcused absences will not be allowed to make up the work missed and will receive a zero.
4. **Rounding Up** – I only round up grades if you have turned in all your work.

## G. CHEATING/PLAGIARISM

Cheating on homework, essays, projects, tests, quizzes, etc. will result in a zero.

1. Cheating defined
  - a. Copying answers from another student during a test or quiz.
  - b. Use of any type of notes during a closed-book test or quiz.
  - c. Copying another student's work, either entirely or in part.
  - d. Having someone else do the work for you either in or out of class.
  - e. Copying from any source, including the Internet without giving the source proper credit.
2. To avoid plagiarism
  - a. Put anything text/words obtained from any source in quotation marks followed by the proper citation.
  - b. All paraphrasing must be followed by a citation giving the source credit.
  - c. Any ideas from a source that are not common knowledge must include a citation.
  - d. Images should also have a citation.
3. Consequences
  - a. Assignment receives a zero and is not allowed to be redone.
  - b. Parent phone call.
  - c. If the behavior continues, a referral to the grade level assistant principal will be written.

**H. TECHNOLOGY STATEMENT**

1. Appropriate use of technology – board policy IJNDC-R: The Governing Board intends that technological resources provided by the District be used in a safe responsible and proper manner in support of the instructional program and for the advancement of student learning. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The District reserves the right to monitor use of the District’s systems for improper use without warning or prior consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District at any time. Inappropriate use may result in disciplinary action and/or legal action in accordance with the law and Board policy. Please visit the student handbook at <https://www.cusd80.com/handbooks> for further details about appropriate use of technology use.

**I. DIVERSITY STATEMENT**

All individuals have a right to an educational environment free from bias, prejudice, and bigotry. As members of the Basha High School educational community, students are expected to refrain from participating in acts of harassment that are intended to demean another person’s race, gender, ethnicity, religious preference, disability, or sexual orientation.

**J. SAFETY AND SANITARY PROCEDURES**

1. Face masks will be worn at all times in the classroom.
2. Students should always have a back-up mask in case of sneezing or coughing.
3. Upon entering and exiting the classroom, hand sanitizer will be applied to hands.
4. Students may be asked to participate in the cleaning process at the beginning and/or end of class.

**K. DISCIPLINE CHAIN OF EVENTS**

1. verbal warning
2. conference with teacher
3. parent notification
4. referral
5. I reserve the right to accelerate the discipline chain at any time based on the severity of the infraction.

**Teacher Wish List: Kleenex, hand sanitizer, disinfectant wipes.**

**\*\*\*The syllabus may be subject to change. Students will be notified by the instructor of any changes in course requirements or policies in person.**

**Parent Section: I have read my child's syllabus and plagiarism policy and understand the basic requirements for this class.**

Parent(s) Name \_\_\_\_\_ Parent(s) Signature \_\_\_\_\_  
(printed)

**Student Section: I have read my syllabus and understand the basic requirements for this class:**

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(printed)