

Ms. Nguyen
Reading Development
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Middle College High School
www.sausd.us/middlecollege
Office: 714.953.3900
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Attendance: 714.953.3900

Class Policies and Parent/Student Acknowledgement

Reading Course Description: This class is designed to enhance reading fluency, active reading skills, critical thinking, vocabulary acquisition, and writing skills. Students will be engaged in independent and collaborative reading activities to cultivate an appreciation for literature as well as to sharpen their ability to read a variety of texts strategically, including short stories, informational texts, literary selections, and novels.

The reading course supports the following California English Language Arts Standards:

- 1.0 Word Analysis, Fluency, and Systematic Vocabulary Development
- 2.0 Reading Comprehension (Focus on Informational Material)
- 2.0 Writing Applications
- 3.0 Literary Response and Analysis
- 1.0 Speaking Applications
- 1.0 Written Language and Oral Conventions

Class Materials: spiral notebook, pens, pencils, art supplies, three-ring binder with class dividers, organizational folders, highlighters, computer storage devices for written assignments.

Assignment Format Requirements:

1. All written work must be on 8 ½ X 11 college-ruled paper in black or blue ink.
2. All essays and project reports must be word processed in MLA format.

Attendance: Students are expected to be punctual. Tardies will result in progressive disciplinary action/referrals in accordance with MCHS policies. All absences must be cleared with the attendance clerk. A parent/guardian should call the school to report an absence on the day of the absence and provide the student with a verification note to keep attendance records accurate. Students with unexcused absences/truancies may not submit homework/projects for credit or make up quizzes/exams/presentations. In addition, assignments, quizzes, or exams missed because of tardies cannot be made up without an excused waiver. It is the student's responsibility to get an excused absence slip from the office in order to turn in work from the previous day. Please refer to the MCHS schoolwide tardy policy for details regarding procedural rules and consequences.

Homework policy: Assignments are due at the beginning of class according to the class meeting time and deadlines. All assignments are posted on the wall/board in the class. Following an absence, it is the student's responsibility to drop by the class to record assignments and get handouts the very next school day in order to prepare for the next class meeting. **Absent assignments are due the next school day with an excused absence slip from the office by 9:30 am NOT the next class meeting.** (For example, an assignment due on Tuesday should be turned in on Wednesday morning before 9:30 am. Please note: a student must be respectful and submit work before or between classes NOT during a class session.)

Late Homework will not be accepted.

It is the student's responsibility to get the required work in a timely manner; please use a buddy system to get handouts and assignments. Students must drop by the class to record homework assignments/due dates missed due to absence because all the due dates apply. Lack of awareness/knowledge of the assignment will not excuse students from the established due dates. Be sure to contact the counselor/main office for assignments if the absences are long-term.

To make up quizzes or exams from excused absences, please schedule the date/time with the instructor. A student has 2 school days to make up the missing work; for long-term absences, please meet with the instructor to schedule a different plan.

Academic Honesty: Students are expected to follow all the policies governing academic honesty issues as explained in the SAC catalog/SAUSD handbook. Plagiarism, cheating, enabling someone else to cheat, or any other form of academic dishonesty will be grounds for an automatic "F" on the assignment and a referral to the counselor and/or administrator for further disciplinary measures.

Organization: Students are required to use the MCHS agenda to record all assignments. In addition, students should file and keep all returned work until they have received their semester grades.

Grade Monitoring: Individual progress reports will be printed for students/parents throughout the year. It is the student's responsibility to share the reports with parents/guardians; return the signed reports to the teacher for points according to the due dates established. Getting a parent/guardian signature counts as a homework assignment.

Grade Scale:

The semester grade is based the number of points earned cumulatively based on the scale:

- A 90-100%**
- B 80-89%**
- C 70-79%**
- D 60-69%**
- F 59%-below**

To follow-up on the progress report, please call the school office at 714.953.3900 to schedule an appointment with the teacher and/or academic counselor to help students stay on track.

Students are encouraged to schedule tutoring or conference time with the teacher to get additional support. Tutoring resources are also available through the AVID classes and SAC Tutoring Center.

Dear Parents/Guardians:

Thank you for being an active partner in the education of your student. I wanted you to understand the class policies/expectations so we can work together to help your student develop academic skills in preparation for college. Please take time to check the school agenda and talk to your student about his/her academic progress. I assign reading and/or written assignments nearly every day; however, some projects are assigned two to three weeks in advance with specific due dates for individual/group presentations. Printed progress reports will be sent home with the students regularly to help you monitor grades.

After you have read this policy handout, please sign and send it back to school. Keep the class policies for your own reference. Throughout this academic year, please feel free to schedule an appointment with our academic counselor, Mrs. Espinosa, if you would like to have a conference. Thank you in advance for your support. Along with the other faculty members, together we can establish the foundations to help your senior be a successful life-long learner.

Sincerely,
Ms. Nguyen

I have read Ms. Nguyen's class policies:

Student Signature: _____

Parent Signature: _____

Current Address: _____

_____, CA Zip Code: _____

Contact phone number: _____