



Saddleback High School
Course Syllabus ■ English 12 ■ 2023-2024
Ms. Gutierrez ■ Conference: Period 7
Phone: (714) 569-6371 ■ Email: yoselyn.gutierrez@sausd.us

Course Description: This course will focus on expanding reading skills, as well as written and verbal communication skills. Throughout the course, we will utilize various resources, such as novels, short stories, poems, plays, and articles. Students will be expected to produce several different works of written and oral communication, such as essays and presentations.

Course Expectations:

- Be on time, prepared to learn, and have all required materials
- Put forth your best effort at all times
- Ask for help when needed

Behavior Expectations:

- Respect your teacher, peers, and classroom
- Listen and follow directions
- Take responsibility for your actions

Electronics Policy: Unless permission has been given by your teacher, your cell phone and/or earphones should be put away and out of sight. If you are in violation of the electronics policy, a verbal warning will first be given. If you violate the policy after your verbal warning, your electronics will be confiscated until the end of the class period. Chromebooks are to be used solely for academic purposes.

Consequences for Inappropriate Behavior: Out of respect for staff and students, disruptive behavior will not be tolerated. Any behavior that interferes with a positive learning environment will be dealt with in the following manner:

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| - <i>First offense</i> - Verbal warning | - <i>Third offense</i> - Parent/Guardian notification |
| - <i>Second offense</i> - Teacher-student conference and Case Manager notification | - <i>Fourth offense</i> - Referral to administration/parent-teacher conference |

Materials: You are required to bring a charged Chromebook, pen/pencil, and binder/paper every day. Chromebooks will be required daily for the completion of classwork.

Classwork and Homework: All classwork and homework will be available on Google Classroom. Classwork will consist of journal writing, other writing and reading assignments, tests/quizzes, and projects. Classwork will also consist of creating the materials required for the Senior Exit Portfolio. Homework will often be a continuation of classwork. Time will be given in class to complete assignments, but students may have to complete some work at home.

Senior Exit Portfolio: The Senior Exit Portfolio is a graduation requirement; it is also required to earn a passing grade in the course. The portfolio is due in the Spring semester, and it will be followed by a Senior Exit Interview. Students will be creating the contents of the portfolio and preparing for their interview throughout the schoolyear; it is not something that can be completed in a day or even a few weeks, therefore proper daily attendance and participation is extremely important!

Assessments/Writing/Projects: Assessments will be given throughout the course to monitor progress. A final will also be given at the end of each semester. Students may be assessed through essays, short written responses, individual/group projects, and other traditional tests and quizzes.

Participation: Class participation is an important aspect of student learning. Students are expected to participate by asking and answering questions, providing respectful feedback to teacher and peers, and actively listening. Each student will receive a weekly participation grade.

Grading: Grades for the course will be determined based on the assignments listed above. The following scale will be used to determine grades for the course.

Classwork/Homework - 35% Assessments/Writing/Projects - 40% Participation - 25%

Attendance: Attendance will be taken at the beginning of the class period. If a student is not in their seat once the final attendance bell rings, they will be marked tardy.

Late Work and Absences: Late work will not be accepted after the end of each 6-week grading period. If a student is absent, it is the student's responsibility to find out what they missed and complete any missed work.

Restroom Policy: Students may not leave the classroom to use the restroom in the **first or last ten minutes** of the class period. Only **one** student may be out of the classroom at a time. If you leave the room to use the restroom, please be mindful that others may be waiting for you to return. Additionally, students must sign out when leaving the classroom and sign back in upon their return. To avoid any wait, please use the restroom during passing periods and lunch.

Plagiarism, Cheating, and Academic Integrity: Academic integrity is expected on all assignments completed in and outside of class. Plagiarism is defined as presenting the work of another as your own. Cheating on an assignment or test/quiz will not be tolerated. Cheating and plagiarism violates ethics and school rules, and any work that exhibits cheating/plagiarism will not receive any credit.

Parents and Guardians,

I look forward to working with you and your student this year. Please complete the form below to indicate that you and your student read and understand the guidelines and expectations for this course. Return this portion of the form to Ms. Gutierrez by **Thursday, August 17, 2023**.

_____ (Student Name)	_____ (Student Signature)	_____ (Date)
_____ (Parent/Guardian Name)	_____ (Parent/Guardian Signature)	_____ (Date)
_____ (Parent/Guardian E-mail)	_____ (Parent/Guardian Phone Number)	_____ Email Text Phone call (Circle all preferred methods of contact)