**Coronado High School**

**English Ia, Fall 2014 Course Description and Expectations**

**Teacher: Mrs. Crystal Orozco**

**E-mail: corozco5@episd.org**

**Room D-27**

**Required Supplies (Due, for a grade, on Friday, August 29th)** :

**Every individual needs:**

* 1 one-inch 3 ring binder (Use for this class only)
* **College ruled** loose leaf paper (**continuous** supply)
* Pens (blue/black only) and pencils
* 5 dividers (You can make these if you’d like)
* Pack of index cards (pack of 100 or so)

**Also,** **bring one of the following based on your class period. These will be kept in the classroom:**

* 1st period: Box of large tissues
* 4th period: 4+ pack of post its (yellow or colored, 4X4)
* 7th period: One extra pack of college ruled paper

**Curriculum:**

**Textbooks:** We will be using a class set of literature books and novels. If you miss class, you **must** read anything that you missed! Example: Google “Harrison Bergeron Online Text” if you miss that short story. You can also read the text in my classroom during tutoring hours or check out a literature book from the bookroom. You can also check these out from the library or I may have an extra copy to loan out.

**Units:** Semester 1 units will be arranged by theme. We will be reading an array of non-fiction, short stories, essays, poems, and two major works (novel and play). ­­­

**Goals**: We will be focusing on analytical skills and preparation for STAAR EOC Exams through close reading (1st block) and analytical paragraphs/essays (2nd block). Grammar will be reviewed throughout. Regular vocabulary lists and quizzes can be expected.

**Types of assignments, how often you will get them, and how they will be graded:**

1. **Major assessments (Tests/Final Essays/Projects) : 30%**

These cumulative learning checks will be graded by a specific rubric or by number wrong/right, depending on the type of assessment. This is the time to demonstrate that you have mastered what we have covered. There are fewer of these assignments but they weigh heavily on your report card grade because you should have mastery at these points. Writing is highly emphasized.

1. **Minor assessments (Quizzes/Essay Drafts): 30%**

These will also be graded by a specific rubric, but they are less cumulative than tests/projects/essays. They are meant to check if you are grasping concepts and to help me better prepare you for the more major assessments. You can expect separate vocab and grammar quizzes every Friday based on the vocab/grammar lessons covered on Monday (to give you time to study). You should expect writing, open-ended questions, fill in the blank and multiple choice.

1. **Daily work/Participation/Binder checks: 30%**

These are miscellaneous assignments (discussions, organizers, journals, exit questions, handouts, activities, games, etc.) that will be graded mostly based on whether you complete them or participate. A few may be graded based on number correct or quality of work.

**Binder checks will be held constantly to make sure you are staying organized and are taking/using your notes, both of which are critical study skills. You need to save everything and make sure you are completing all assignments, no matter how small and no matter whether I grade them or not—they could show up on a notebook check. Please have your binder, dividers, and paper ready by August 29 (Friday) so that we can start organizing.**

1. **Nine Weeks Exam: 10%**
2. **Nine Weeks Exam:** At the end of the nine weeks, you will be given an exam that will cover everything we have learned **or** what we are currently learning. These will be based on number correct or the appropriate rubric if it is a writing test. These may include district mandated benchmark tests.

**Total Nine Weeks Grade: 100%**

**Classroom Behavior Expectations:**

1. Please be respectful and cooperative.
2. Please come prepared, on time, and ready to work.
3. Please be responsible (keep up with grades, absent work, and tutoring)
4. Please be independent (look up things for yourself, memorize procedures, use Parent Portal)
5. Please follow school rules (IDs, dress code, food, electronics, etc.)

To be more specific, here are my class policies/procedures that will help you meet those expectations:

**Beginning/End of Class:** At the beginning of class, you will have a warm up on the projector. Please get to work on it as soon as you enter class. Every Monday, the warm up will be to copy the week’s agenda. This agenda is critical; you need it in case you are absent—you are still expected to generally know what we did in class and keep up with reading you missed (you won’t be given class time for make-up work). The rest of the week’s warm ups will be literary/vocab. terms (1st block) and grammar practice (2nd block). At the end of class, you may politely remind the teacher of the bell if needed; please do not pack up or wait by the door until you have been dismissed.

**Preparedness/Extra Supplies:** Please come every day to class with your required binder, paper, and a writing utensil (blue, black ink or pencil). If a novel is assigned, please bring that as well. If you forgot or need something (a pencil, a band-aid, tissue, etc), please don’t stop me, your classmates, or get things from my desk. Instead, get what you need from the extra supplies table. Please return pencils/community items ASAP. If you are constantly unprepared, I will take note.

**Restroom/Hall Passes:** Please use the restroom, access your locker, or take care of other tasks during non-class time. Because you have a small built into this class, you will only be given three passes for the semester to use in case of emergency. I will take note of these on a separate roster. Do not ask to leave during a lesson, reading, or when I am giving directions. If you save all three passes, you may use them for extra credit on an assignment, which I will determine at the end of the nine weeks. Please sign in and out and take the pass with you if you do leave the classroom. Be back within five minutes. No passes will be given for clubs/sports unless I’m notified before by email. Please have your parents contact me for any special circumstances. ☺

**Tardies:** Please be in your seat by the time the bell rings, working on the warm up. If not, you will be counted tardy. On your fifth tardy, a referral will be written and you will serve ISS. You will be excused from a tardy if you have a pass from an adult. Please have your parents contact me for any special circumstances. If more than 10 minutes late, it will be an absence. Parents need to call attendance in that case.

**Turning in work**: I usually pick up work row-by-row. Please write in only blue or black ink IF you are using pen. Please do not turn in papers with jagged edges. Please write your name/date/period in the top right corner. Include a title for all work (use common sense or ask me).

**Absent work:** If you are absent, please check the agenda. Next, check the folder located in your class period’s slot in the blue sorter. Your name will be on any work/handouts that you missed. If you missed a quiz or test, please make them up during tutoring hours (after school until 4:45). For every day you were absent, you will get one day to make up the work. For example, two days absent = two extra days to do work. If you take longer, it will count as late work. Please get these at the beginning of class the day you return. I will NOT be available for lunch tutoring. For unexcused absences, you need to correct the absence within **ONE** week or else the grade will be entered as a zero, even if it was completed.

**Late work:** We all have bad days. If you are in class but do not complete that day’s assignment, the work will be considered late when/if you turn it in. The highest grade given for late work will be a 60. You will only be given one day to turn in late work. You must come to tutoring **the next day** to turn in this work. If you do not come to tutoring as scheduled and/or you don’t turn in the work, a referral will be written (campus policy). If you have excessive late work, parents will be notified. You will also be required to sign a “No Work” sheet.

**Progress reports:** Occasionally I will post a public class progress report (with names removed) to further help you keep track of your grades. Use Parent Portal as much as possible though for the most accurate grades. You also receive a progress report every three weeks from the school.

**Extra Credit:** I don’t usually offer extra credit except for bathroom passes; it’s more important if you do the **assigned** work and do it well. If you are concerned about your grade, communicate with me. I allow rewrites of major essays/writings, so take advantage of that. Please do not ask for other types of extra credit. I don’t allow retakes for tests, and I don’t allow very late work to be made up.

**Tutoring/making up tests/quizzes**: If you need to make up a test or quiz due to absences, or if you simply need tutoring, please come to see me during tutoring hours (after school until 4:45; no lunch tutoring). If possible, please let me know you plan to come.

**Cheating/plagiarism:**  All individual assignments and essays are to be entirely your own work. If you are caught cheating, plagiarizing, or obviously relying on someone else’s essay/work, anyone involved will be given a zero and parents will be notified. When I place you in groups or partners, that is different; you may work together, but I do expect you to put things in your own words and not just copy.

**Seat assignments:** Please sit in your assigned seat unless I give you permission to work in groups/partners. If I move you to another desk, that is your new permanent seat. **Well-behaved classes MAY be allowed to pick their seats. ☺**

**Food/drink:** Please do not bring meals, drink, candy or **gum** into the class. You will be asked to put it away. A bottle of water/small snack is fine.

**Electronic devices:** Unless you are given permission, please do not use cell phones, music players, tablets or laptops in the class. Your parents will be notified and the device will be confiscated (please consider this everyone’s warning). Please do not attempt to hide your use of these devices. All purses, backpacks, jackets, etc are not to be on your desktop.

**Dress code/IDs**: Please abide by the school’s dress code and ID policies. You can find the policy on the school website.

**Disrespectful behavior**: We need the class to function smoothly. Therefore, cursing, whining, refusal to work, yelling, rude or excessive comments, speaking over the teacher, bullying/making fun of other students, not sitting in assigned seat, distracting the class, packing up before I dismiss the class, putting your head down, sleeping in class, making faces, unauthorized use of devices, zoning out and other such behaviors are disrespectful and are not helpful to the class environment or your learning. Mistakes happen, but if patterns develop, please see below.

**Consequences**:

For continuous misbehaviors such as those mentioned above:

1st level of action: Student-teacher conference

2nd: Communication with parents/detention if necessary

3rd warning: Referral (repeat as necessary)

Major misbehaviors (fighting, ditching, etc.) will result in immediate referral. Again, unauthorized electronics will be confiscated immediately and parents will be notified.

For good/exemplary behavior, expect positive calls/emails/postcards to parents. I will also gladly make recommendations for jobs/college applications! If you’re a good student, do not feel shy to ask me for these letters (make sure to allow plenty of time)!

**Please read these guidelines carefully with your parents and return the letter, signed, no later than Friday, August 29th (same day supplies are due; this will be one of your first grades). Let’s have a great semester!!**

Dear Parents/Queridos Padres,

Hi. My name is Crystal Orozco and I am going to be your son or daughter’s English teacher this semester. I would like to ask you to please take a moment to read my course description so that you can be familiar with what your child will be learning this semester as well as my behavior expectations. If you have any questions, please feel free to contact me at corozco5@episd.org or set up a conference through the front office. Please sign below to acknowledge that you and your son/daughter have read the course description carefully and agree to follow my policies. This would be a great help in establishing a safe and consistent learning environment for your child and his/her peers. Thanks so much!

Hola. Mi nombre es Crystal Orozco y yo voy a ser la maestra de Inglés de su hijo/a en este semestre. Quisiera pedirle que por favor tome un momento para leer mi descripción del curso para que pueda conocer lo que su hijo aprenderá este semestre, así como mis expectativas de comportamiento. Si tiene alguna pregunta, no dude en ponerse en contacto conmigo en corozco5@episd.org o establecer una conferencia a través de la oficina. Por favor firme abajo para reconocer que usted y su hijo/a ha leído la descripción del curso con cuidado y de acuerdo en seguir mis reglas. Esto sería de gran ayuda en el establecimiento de un ambiente seguro y consistente para su hijo y sus compañeros. ¡Muchas gracias!

Sincerely/Sinceramente,

Mrs. Orozco

Parent Name (Printed) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Printed) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_