

English 12 Intro

Ortega 2014-15

Welcome to English 12! I hope you had a wonderful summer and are anticipating your final year of high school. In order to get things off on the right foot, I'd like to make sure that you are clear on my classroom policies and expectations. Please let me know if there is anything else I can do to make your year a fulfilling one.

Contact Info

First off, it is important that we have an open line of communication throughout the school year. You can usually find me in Room 1042 between 7:45 A.M and 3:00 P.M. If you need my undivided attention or in-depth academic assistance, it is best if you make an appointment with me. My email address is **ortega.jen@gmail.com**; I try to check this at least once a day. You can also chat me on gmail if you see that I am online so long as you realize I am not always able to respond immediately. Finally, you may call the office to leave a message at **(909)839-2320**. I do not answer outside calls during instructional time, but I do try to respond to my messages within 24 hours.

Materials

Please bring the following on a daily basis:

- Silent reading materials
- Assigned reading materials
- Composition book
- Blue or black pens
- Brightly colored editing pen
- Glue stick or tape

Reading

The only way to improve at something is to practice it. For that reason, California Standards require students to read two million words annually on their own, including a wide variety of classic and contemporary literature, magazines, newspapers, and online information. I count this in pages read and am relatively open regarding what you read as long as it generally follows standard English practices. We will start each class with 20 minutes silent reading. You will also be expected to read in addition for another 20 minutes each day. Keeping up with your reading is a prerequisite for maintaining a positive class assessment, and you will be graded on your progress each month.

Writing

Significant time is allotted to write during class. It is important that you come to class with everything needed for your stage in the writing process (drafting, revision, peer reviews, etc). You are welcome, but not required, to bring a laptop if you are able during class writing days. This is your best time to develop your abilities as a writer and engage your classmates and me in providing feedback on your writing. In addition, it is important that you understand that proficient writing will very rarely be finished in class. My suggestion is that you spend at least the same amount of time working on a piece of writing at home as you did in class. Improved writing occurs over time and not in an all-night paper writing cram.

Class Notebook

Notebooks will be spot checked throughout the year, but at least on a monthly basis; the point is for them to always be generally up-to-date. You should consider the class notebook your personal textbook; homework, classwork, handouts, notes, and rough draft writing will be kept inside. It must include an accurately catalogued table of contents with page numbers. If you are absent from the class, this will enable you to check for and gather any missing assignments.

Attendance

Each member of the class is important, and your commitment to class attendance is often reflected in your assessments. Therefore, I expect you to attend regularly and to come to class on time. If you are absent or tardy, you must bring a readmit to re-enter class. Any long-term assignments are due via turnitin.com at the date and time requested even if you cannot physically be here.

Homework & Papers

Quite simply, the homework for English will be reading and writing. All assigned reading should be finished in time for class discussions. We've all been in a class where only a few people have anything to say...it's BORING! Don't let this happen in our class.

Writing is submitted electronically to turnitin.com at the date and time specified for a particular assignment. These papers should be typed, double-spaced, 12 pt, Times or Times New Roman, and in MLA format (which will be reviewed). They should be proofread and edited. I comment on submissions using the Grademark function of turnitin.com, so please check your turnitin.com account regularly for my feedback.

Plagiarism & Cheating

I try to give only meaningful assignments. I expect original responses. If I find that you have not done your own work, the assessment for that assignment will be a zero. You will not be able to make it up, and administration and parents will be notified.

Grades

You will be able to access grades online. This is the best way to keep track of your progress. The grading scale defines only up to a P+. In order for you to reach AE status in the core subject, you must earn a Proficient in core assignments and excel in the project work for the semester (1st, model assembly; 2nd, senior project).

P+=90-95%	P=85-89%	P-=80-84%	AP+=77-79%	AP=74-76%	AP-= 70-73%	CR+=67-69%
CR=64-66%	CR-=60-63%	NC=50	NC-=33%	MI=0%		

During each semester, your English grade will be weighted 80% English assignments and 20% project assignments.

Overall

It is important to me that you are able to achieve the literacy demands for college as well as your other goals. I look forward to working with you this year.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Parent Email: _____

Date: _____