

Hello Parents and Students,

Please read over my syllabus regarding my class rules, distance learning expectations/policies, and disciplinary plan. If you have any questions or concerns please feel free to contact me through email. Once the syllabus has been reviewed please have it signed by both the parent and student and then **return the signed page ONLY** to me. Thank you and I hope we have a wonderful school year!

Mrs. Enriquez

Grading Scale:

A = 90-100%; **B** = 80-89; **C** = 70-79%; **D** = 60-69%; **F** = 59% or less
(+/- will be assigned)

(Students can receive extra credit throughout the year when they do exceptionally well on projects or in class assignments.)

Formal Assessments (Test & Quizzes):50%

Informal Assessments (Projects, Presentations, etc.):15%

Assignments (Journals, Homework, Exit Tickets, etc.):25%

Participation (Participating, attendance, DL expectations, being prepared for class, etc.):10%

Distance Learning

We will be using Google Classroom for the duration of Distance Learning. Students will automatically be added to my Google Classroom once they are placed into my class through school scheduling. Google Meets will be used for Live Lessons. The link for Google Meets can be found at the TOP of our Google Classroom Page. Assignments will be posted & turned in through Google Classroom. Live Lesson assignments will serve as a confirmation for understanding the material. Students will be given specific assignments to show what they learned, present their work, & receive feedback to help progress their knowledge. Tests & quizzes will be given through Live Lessons via Google Classroom. Specific test instructions will be given on the day of the test such as unmuting themselves, timed test/quizzes, etc.

Class Rules

1. Students will respect the teacher and all fellow classmates at all times. Students must be following Distance Learning Expectations & Policies, if not they may lose participation points and may result in proceeding with my disciplinary plan.
2. Cell phone, music players, and game system use is absolutely **NOT** permitted during Distance Learning lecturing (Students must be following Distance Learning Expectations & Policies)
3. If you are going to miss a scheduled exam, attendance needs to be **EXCUSED**. If it is not excused, you will receive a **ZERO**. Please inform me **BEFORE** missing the exam so we can arrange a time during my Office Hours for you to make up the exam.

Late Work Policy:

You will have a max of 3 days to turn in assignments late for partial credit. After the third day your work will no longer be accepted for credit.

One Day Late: 75% Max Assignment Grade

Two Days Late: 50% Max Assignment Grade

Three Days Late: 25% Max Assignment Grade

Disciplinary Plan

Please read the following carefully. Students misbehaving in the classroom environment will be subject to the following disciplinary actions:

First Offense: Student will receive a formal verbal warning.

Second Offense: Student will have a one-on-one conference with the teacher and an email will be sent to the parent/guardian.

Third Offense: Student will complete an in-class personal behavior evaluation and a one-on-one conference with the teacher. The teacher will also email the parent/guardian and inform them that this is the third and final offense before being sent to administration

Fourth Offense: The student will be ejected from the classroom with a referral to Administration, which may result, but is not limited to, a class suspension.

Please note: If a student poses a threat to the safety of the classroom, or displays extreme levels of unacceptable behavior, this may result in an automatic detention, referral to administration, or a suspension.

Cheating/Academic Dishonesty

Any student who is caught cheating, plagiarizing, or breaks the code of academic honesty will automatically receive a referral to administration and receive a zero on that assignment/test. Copying work, giving work to be copied, improving someone's score on peer evaluation, and violating test conditions are all forms of cheating. Academic dishonesty will become part of a student's permanent record, which may result in a guidance counselor or teacher not being able to write a letter of recommendation for colleges. During testing students phones will be on the desk and turned OFF. If it goes off the student will receive a zero.

Distance Learning Policies:

1. Do not share your district login information.
2. Make sure you are ALWAYS using your student email when contacting teachers.
3. Students will need to be visible throughout the whole Live Lesson. During Live Lessons attendance will be counted multiple times throughout the session. If a student is missing for any attendance check that period, they will be marked absent for that day.

Obviously issues may arise during Distance Learning. If issues occur, please email me ASAP along with CC'ing your parent/guardian.

4. Throughout Live Lessons students should be on Mute. The teacher will inform students when to unmute themselves throughout the Live Lesson for attendance, participation, presentations, and more.
5. Students should not be taking pictures or recording throughout Live Lessons. The teacher will be recording all lessons that will be available to students upon request.
6. Students may leave Live Lessons when the teacher has approved the session to end. If students leave before they receive approval, they will be marked absent for that day.
7. Students will need to log into Google Classroom to complete daily attendance on Non-Attendance days as well. If you fail to log in & complete the assignments you will be marked absent that day.

Distance Learning Expectations

1. Proper etiquette should be followed during all virtual classroom conferences. Specifically, students should NOT use profanity, vulgar language, slang, inappropriate terms, or any derogatory/ offensive terms.
2. You are expected to wear appropriate dress attire (spirit gear highly encouraged). Students will NOT be allowed to be shirtless or wear any head gear. (includes caps, beanies, doo-rags, bandanas, hats, etc.).
3. Use of Technology: During virtual class meetings, students will only be allowed to use their iPad/ laptop device. Students are not to have other tech devices out during any of the virtual classrooms, this includes cell phones (turn them off to avoid any conference interruptions), air pods, Apple watches, or any gaming devices. Please be respectful to your instructors and fellow classmates. (Access to social media is not allowed.)
4. Background Noise: Make sure that you are in a quiet environment, without any distracting backgrounds. Please avoid having any music, television, or other distracting noises that can be heard in the background. (Try to set up a library-type setting).
5. Be On Time/ Be Present and Proactive: Students should be “on deck” at least 5 minutes prior to the start of the scheduled virtual conference. Also, when participating in the virtual classrooms, make sure that you engage in the discussions, ask and answer questions, and fully immerse yourself in the online learning experience. This will serve as very helpful training for your future college courses and even potential careers. Start your online etiquette training now!
6. Cyberbullying will not be tolerated! Please refrain from making any negative verbal comments or posting any negative or inappropriate comments towards anyone, including faculty and students.
7. Plagiarism/Academic Dishonesty: Students are to create and write their own work. Copying and pasting or words or screens verbatim will result in a plagiarism violation. Such violations will result in a grade of zero (for the plagiarized assignment), phone call
8. Respect: Please be respectful when interacting with your instructors and fellow classmates. Do not act in a disrespectful manner with other classmates or faculty, due to the fact that you are online and not in the classroom.
9. Dismissal from Virtual Classroom: Students who are removed from a virtual classroom as a result of a disruption, inappropriate comment, or other violations of the digital citizenship policies will face disciplinary consequences. Such consequences may include, but are not limited to, a parent phone call, deduction of grade for that course, and/or probationary status per the rules and policies outlined in the parent-student handbook.

PLEASE SIGN & RETURN THE LAST PAGE

Period: _____

Student Name (Print)

Parent/Guardian Name (Print)

Student Signature Date

Parent/Guardian Signature Date

By signing above, you acknowledge that you have read all the information and agree to the stipulations in Mrs. Enriquez's syllabus, and will follow accordingly. You also acknowledge to abide by the rules presented in the Ruben S. Ayala High School Student Handbook.

Parent/Guardian Contact Number(s) _____

Parent/Guardian Email Address

