

English Department Common Syllabus

Rosemead High School

RHS English Department Goal:

The RHS English department teachers strive to prepare students to become confident readers, writers, listeners, and speakers to enable student to successfully navigate their future academic or professional goals.

As a department, English Teachers at Rosemead High School utilize many common policies that can be found below.

Department Policies:

Missing Essay Policy

If a student fails to turn in a formal essay, they will be issued a progress report that reflects the student's current grade. For the **FIRST** missing essay, the student has the opportunity to make it up, but a parent or guardian must schedule a conference with the student's teacher and counselor within two weeks of receiving the progress report before the essay will be accepted. Make up essays may be subject to a score deduction. For every subsequent missing essay, a progress report will be issued and it will be up to the individual teacher's discretion whether a make up essay will be accepted.

Google Classroom and StudySync

Students at RHS have been provided with Chromebooks to aid them in their education on campus. Many teachers in the RHS English department utilize Google Classroom and StudySync in their instruction.

Grade Weighting

For all RHS English classes, grade weighting will be utilized: each weighted category is worth a certain percentage. This means that some assignments have more impact than others. For example, if a student doesn't turn in any formal writing assignments, the highest grade they can receive is a 60%, assuming that in all other categories the student has earned 100%.

Formal Writing Assignments	40%
Classwork	30%
Tests, Quizzes	30%

Students can stay informed regarding their current grade by checking their StudentVue account; similarly, parents are encouraged to access this information using ParentVue. RHS English department teachers strive to keep their grade books up to date so that students and parents can stay informed about their academic progress.

Writing Rubric

The RHS English department is committed to writing and will be utilizing the same writing rubric for all formal essays. The purpose of this uniformity is to inform students about their progress in areas such as claims, textual evidence, analysis, transitions, and grammar. All written work must adhere to the most current MLA guidelines. See the student appendix for more information.

Academic Integrity:

Definition of Academic Integrity and Dishonesty

English Department Common Syllabus

Rosemead High School

Academic Integrity is defined as behavior that is consistent with moral and ethical academic standards. Such behavior can be described as completing work independently and on time, proper documentation of research in reports, paying attention in class, working cooperatively within a group, refraining from copying other people's ideas and work, or discouraging others to engage in this type of behavior.

Academic Dishonesty is defined as behavior that is not consistent with moral and ethical academic standards. Such behavior can be described as plagiarism, cheating or copying the work of another, using technology for illicit or illegal purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination.

More specific forms of academic dishonesty include:

- ◆ Looking at someone else's work, or knowingly allowing someone else to look at one's work during an exam, test, or quiz.
- ◆ Using any kind of "cheat notes" during an exam, test, or quiz.
- ◆ Having access to or using stolen exams, tests, or quizzes.
- ◆ Providing or selling exam, test, or quiz information to other students.
- ◆ Using an electronic device to give or receive or copy information before, during, or after an exam, test or quiz.
- ◆ Collaborating on an exam, test, quiz, or assignment with any other person without prior approval from the teacher.
- ◆ Claiming credit for work in a group project when no individual work was submitted.
- ◆ Fabricating or altering laboratory data.
- ◆ Accessing and/or using copyrighted test bank questions or any materials designed for teacher use only.
- ◆ Attempting to misrepresent the authorship of student work. (i.e., having someone else write a paper).
- ◆ Using various forms of AI to produce essays, paraphrasing, summarizing, or writing responses.
- ◆ Copying or closely paraphrasing sentences, phrases, or passages from un-cited source(s) while writing a paper or doing research.
- ◆ Using views, opinions, or insights of others without proper acknowledgement.

Definition of Plagiarism

Plagiarism is the act of committing LITERARY THEFT: to steal and pass off the words and/or ideas of another without giving the original author credit. When you use someone else's words or ideas, **you must give them credit by citing the source within your writing.** Even if you revise or paraphrase the words or ideas of someone else, you must still give the original person credit through a citation. Failure to properly cite sources is considered plagiarism and constitutes academic dishonesty.

The consequences for engaging in plagiarism and/or the use of AI, including but not limited to ChatGPT and QuillBot, may include (but are not limited to) receiving a zero for the assignment or being asked to redo the assignment. A conference may also be arranged with the instructor, parent, student, and/or counselor to discuss the situation. It will be up to the teacher's discretion to permit the student to attempt the assignment again.

Movie Permission:

The El Monte Union High School District requires parental permission for students to view movies that are used in our curriculum, or that are selected by our teachers which are rated PG-13 or R. We believe showing your son or daughter full-length movies that are directly connected to course curriculum allow them to benefit from another medium in their study of literature. Movies, along with our hands-on activities, (such as) reading, in-class discussion groups, and research projects give students a well-rounded opportunity to discover the world of literature. Movies go beyond dry facts and help bring events "alive" for students.

____ Yes, I give my son/daughter permission to view curriculum and school appropriate full-length movies rated PG-13 or R.

English Department Common Syllabus

Rosemead High School

____ No, I do not give my son/daughter permission to view curriculum and school appropriate full-length movies of the types mentioned above. I understand alternate academic assignments will be provided for my child while the movie is being watched.

Parent Signature Date

Acknowledgement of Understanding:

I acknowledge that I have read the syllabus for _____ and am aware of the requirements and policies set forth within this document.

Print Student Name: _____

Student Signature Date Parent Signature Date