



# *Hercules Middle School*

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## **Course Syllabus**

COURSE TITLE: Academic Tutorial  
SCHOOL YEAR: 2024 - 2025

TEACHER: **Shannen Besas**

### **CONTACT INFORMATION:**

Telephone: 510. 231.1429 ext. 25140  
E-mail: [shannen.besas@wccusd.net](mailto:shannen.besas@wccusd.net)

### **COURSE DESCRIPTION:**

The Tutorial Class is an academic elective that meets every day. The course emphasizes study skills, self-advocacy, and remedial skills for students who have an Individualized Educational Program (IEP) that denotes placement in educational support. Students will also work on individual goals and objectives in their respective deficit areas as per their IEPs. Please note that tutorial class is not a glorified study hall and that students will be expected to complete lessons and bring materials to class to receive supplemental instruction.

### **GOALS AND OBJECTIVES:**

Students Learning Objectives include (but not limited to:)

1. Achieve success in all content area classes.
2. Develop and reinforce study and organizational class skills.
3. Promote student responsibility and personal life skills.
4. Strengthen basic academic competencies in reading, math and writing skills.
5. Tell or write down grades earned, homework assignments, plans for making up missed work, successes or problems occurring in general education classes, and dates of reports, tests, or projects in the general education classes.
6. Discuss the importance of studying and designing a study plan.
7. Demonstrate how to take notes correctly and keep good notebook/ folder/ binder or loose-leaf notebooks
8. Improve test-taking strategies.

## **MATERIALS: (Suggested)**

Folder or Binder with dividers to help organization.

## **GRADING: (Schoolwide Grading Scale)**

**100 - 90 = A**

**89 - 80 = B**

**79 - 70 = C**

**69 - 60 = D**

**59 and below = F**

**Grading Breakdown:** Students will be evaluated on a number of criteria throughout each grading period. These will include:

- ❖ Completed Activity ( Do Now/ Assignment Log / Survey) - 40%
- ❖ Accomplishments ( Completed work in General Education Classes) - 60%

### **Turning in Finished Activities**

All activities due dates will be posted in Google Classroom.

### **Late Work Policy:**

Students are responsible for all work assigned in this course. If you miss a day(s) due to an excused absence, it is your responsibility to make up any missed work. If there are extenuating circumstances and you know you will not be able to turn in assignments on time, talk to me. I am much more willing to make accommodations before you miss a due date than after.

### **Participation/ Extra Credit:**

Students must be actively engaged in class. They must participate to earn extra credit.

### **Tardy Policy**

School wide tardy policy applies meaning a tardy pass is necessary to enter class late.

### **Absences**

Excessive absences will affect your ability to learn the material, turn in work and pass quizzes especially in the General Education classes. Please email or see me if your regular attendance is going to be an issue.

## **CLASS RULES:**

**In addition to the school rules/ norms stated in the Student Agenda, the following rules also apply:**

- ❖ Have all the class materials with you and be on time.
- ❖ In general, try to remain seated.
- ❖ Listen actively and raise your hand for questions or comments.
- ❖ Treat others as you expect to be treated - the golden rule.
- ❖ No hats are worn (school policy)
- ❖ Phones can't be used in class.

## **PARENT NOTIFICATION: (School-Wide Policy)**

- ❖ PowerSchool provides parents and students with regular updates on grades, assignments, classwork, tests, and/or quizzes.
- ❖ Mid-quarter progress reports are provided to students
- ❖ Quarterly Progress reports are mailed home to the address of record.
- ❖ I will proactively reach out to the parents of students who are at risk of failing the course. My goal is to keep you informed and work together to support your child's success.

**ABSENCES: (School-Wide Policy) Regular and prompt class attendance is an essential part of the educational experience. All students are expected to attend every scheduled class on time.**

- ❖ Absences must be cleared with (5) school days of the date of the absence, through the attendance office. After five days, an un-cleared absence will be counted as unexcused.
- ❖ Excused - Students with excused absences may be allowed to complete all missed assignments and tests that can be reasonably provided.

I am greatly looking forward to being your teacher this school year. **You will all succeed.**

**STUDENT/PARENT/GUARDIAN  
SYLLABUS AGREEMENT FORM**

I have read this Course Syllabus (and reviewed it with my child).

Teacher: Shannen

Course: Tutorial Class

Student (print name): \_\_\_\_\_

Student (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (print name): \_\_\_\_\_

Parent/Guardian (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Contact Information:

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**(Please return this form.)**