

2017-18 POLICIES & PROCEDURES

Honor Code



There is a **zero tolerance policy** on cheating and plagiarism. Since this course uses online assignments, there is temptation for many students not to do their own work or to share the work among themselves. This "*sharing*" is regarded as a violation of the HONOR CODE and supported by the administration as defined in our HONOR CODE policies which the students have contractually signed. This applies to the one whom copied, and, if it involves another student who gave their work, both will receive a (0.1). Any exception to the policy will be explained in class.

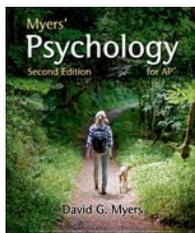
How do I make corrections to my EDLINE report?

EDLINE: I update EDLINE at least every 7 days, if not more frequently which I tend to do most of the time. If there is a question on a grade, please follow these procedures:

1. PRINT a copy of the EDLINE report showing the error.
2. HIGHLIGHT the line which the error is located.
3. ATTACH the graded returned work that is in question and staple it to the back of the printed EDLINE report
4. DO NOT place in any CLASS BIN/TRAY which is used for homework, but PERSONALLY HAND IT TO ME.
5. I normally make corrections the next available LUNCHTIME.

Textbook, Web Page Material & Note-taking

Let me be the AP EXAM, or have whole host imperative videos, or



very clear - you **MUST read the text** if you hope to pass NATIONAL EXAMS, State of Florida END-OF-COURSE simply do well on the tests and unit exams. We will quizzes, unannounced oral and regular quizzes, and a of opportunities to demonstrate proficiency. It is also you take notes daily in class from the lectures, PPTs, our Socratic discussions.

HOW DO I FIND HOMEWORK?



Homework is **posted on my webpage** using the GOOGLE CALENDAR. If there is a discrepancy between the GOOGLE CALENDAR

HOMEWORK and the WEB PAGE itself, you are to meet the deadlines of GOGLE CALENDAR HOMEWORK. No homework is assigned during holidays, but these are advanced placement courses and you are to make the best judgment of readings, assignments, preparations for tests, etc.

Automatically, turn in homework to your class period bin. Homework **MUST** be turned in at the beginning of class only. You **CANNOT** do homework (any class homework) during class. I will collect

it. For homework of another class, I will collect it AND you can have that teacher email me, or stop by and collect it. In addition, that includes textbooks which you can pick up at the end-of-the-day.

DO YOU ACCEPT LATE WORK?

Only for homework, and only up to 3 school days to the end-of-the-grading period. Late work will only receive 50% of the earned grade. Until turned in for credit, EDLINE is posted as a zero, so as to remind yourself, your parents and your teacher [me].

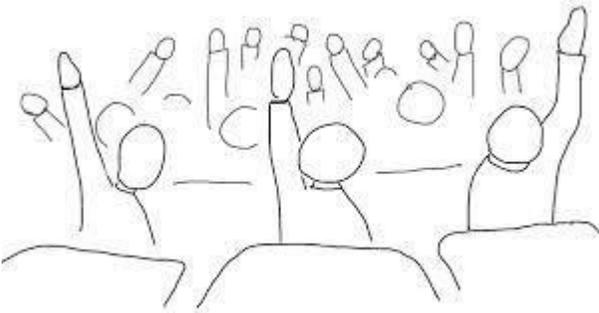
Extra Credit [Daily Ongoing]



The opportunity to earn extra credit helps our students to "bank points" to help their earned grade percentage. Passing out papers, delivering in this case, 15 XCREDIT PTS, which lasts 3-5 minutes twice within a grading period (to INTERIM; to END OF GRADING PERIOD). Just COME SEE ME to okay the topic, then sign up with topic in the **GREEN BOOK** on podium. THIS IS NOT RESTATING WHAT IS ALREADY IN A TEXTBOOK. It supplements our material. In any case, I must approve the topic prior to presentation. Unless approved by me, we will only do ONE

on approved briefing days which are normally **WEDNESDAYS** and **FRIDAYS** at the beginning of class. On evaluation (tests & essays) days, we will not conduct any XCREDIT briefings. In addition, there may be other "extra credit opportunities" which will be discussed in class from time-to-time.

Sharing (Daily Ongoing Class Participation)



Please note that the SHARING (participation) is an ongoing participation grade based on the rubric (below) I provided the students on my web page and displayed on my bulletin board. I've referred to this several times since the beginning of school. I update the participation grade normally once a week. It will change as it is ongoing. It is important students take notes daily, and actively participates & listens to others in class. You are not in class (during our content phase) to be

socializing, sleeping, doing homework, or another classes work, texting or using your cell phone [cell phones are expected to be placed away), fantasizing or any other behavior other than actively working the classroom as a college environment (as it is a college-level course). The reason is simple and that is called SHARING on EDLINE...I'm limited to the category to 7 letters, but the long name enables me to call it ongoing participation. Participation includes active note-taking in class too. It is a requirement to actively engage in class by taking notes AND participating.

ELECTRONICS AND CELL PHONE POLICY? Yes, I do not want to see them being held, or on your lap, but please place them on top your desk in the corner. This way we can avoid temptation to place them on your lap and use them. However, there are times I will allow them for research during class. Otherwise, I am only asking roughly 45-minutes of your time daily for which you should be able to **delay immediate gratification** on using them.



Consequences:

- For your **first time**, I'll just ask you to put it down
- Your **next time** will result in -10 point deduction off the earned SHARING GRADE and a trip to ***CELL PHONE PRISON**
- Your **third time** will result in confiscation, tagged and sent to Ms. Lawson in Attendance. The school policy for picking it up will apply.

*CELL PHONE PRISON

Get caught in the "crime" of using your phone during class? Your phone is going to phone prison! I will grant "release on their "own recognizance" at the end of class

Absence Policy



The website was (and is) a tool created to help absent students. Students **MUST**, repeat **MUST**, **come to me at the beginning of class** to let me know they were absent, and to determine if they missed anything, or to reschedule a makeup test, quiz, or essay. Anything assigned, but not posted will be conveyed to the student upon return.

Students MUST mark at the top of their homework submissions - "ABSENT," and annotate the "DAYS ABSENT." Failure to do so may result in an incorrect grade

being assigned as it may be thought to be a late submission. If you were absent, and the due assignment was already posted online, it is expected it be turned in upon return. However, if you were too sick to work on the assigned homework posted online, please bring a parent note stating that fact and we can extend the submission date. For TESTS, QUIZZES (50+ points), ESSAYS (DBQs, FRQs and/or LONG-ESSAYS), students have until the **THIRD** day to the **END-OF-THE-GRADING-PERIOD**, or **MID-TERMS**, or **FINALS**, **EOCS** or **NATIONAL EXAMS**, but where it can be done, you **MUST** give the teacher **ONE DAY'S NOTICE** so I can prepare a makeup, and are only allowed to make up **ONE ITEM** per day.



In addition, **ALL MAKE-UPS** are done either in the morning at 0745 hrs in our room, or, they can be made up during **POWER HOUR** and **LUNCH** (otherwise, there isn't sufficient time to complete the evaluation, so bring your lunch that day). In those cases, you may bring lunch to the room. And, if students **DO NOT** make up their

assessments within 3 school days on return, they may receive a different test or essay question than the classes' so we can hand back results quicker to our students. Please understand, that students maintain a zero until work is made up or submitted. Also, don't forget, students walk around to their teachers the form for planned absences and field trip forms. As it states on the form, all students are responsible for assigned work missed in class or due. However, for field trips, family vacations and sports; don't forget - all work **MUST** be turned in either the day before, or the morning of, their field trip or sporting event.

I am in my classroom by 7:30 daily, and/or homework can also be turned in my mailbox in the teacher workroom, or at the front office (in case of any earlier desired turn in of work). Keep in mind, homework is to be physically turned in on the established time, but on rare occasions (and with prior

arrangements), may be emailed upon my approval. One more thing – homework is to be submitted at the beginning of class. Any work turned in after class, but during the school day will only receive 2/3 of the earned grade. However, to be fair and consistent to all students, please follow the posted procedures.

Caveat: Homework (mine or another teachers) will not be done during our class time. The first time, I will ask you to put it away (this includes other class’s textbook or material). The next time, I will take the work (and/or textbook) and the student can pick it up at the end-of-class. A third time will result in picking up the work (and/or textbook) and the student can pick them up at the end-of-the day (unless your teacher wishes to pick it up for you), and communicate my concerns to your parents.

How Should I Annotate Homework, In-class Work, Outlines, etc?

Sigmund Freud
 August 18, 2017
 Chapter 4 Outline

Sigmund Freud
 August 18, 2017
 Chapter 4 Outline
 ABSENT 8/18, 8/19

**All assignments are to done on lined, 3-hole, 8 ½ x 11 inch paper (standard size) unless otherwise requested in the instructions. You are to have adequate paper, pens, pencils, stapler, ruler, etc on your person. No ripped paper, or illegible or hard to read papers will be accepted. Only Dark Blue Ink or Black Ink for essays, and other work called for by me. Otherwise, #2 pencil is okay for the assignment. Check instructions please.

Grading Weight Policy

Like the activities of the class, assessments will also be varied. Much of the course though will be based on the following sorts of assignments. Percentages are approximate are subject to change.

TESTS/EXAMS – 100 PTS	QUIZZES 25-75 PTS	PRETESTS – NG to 50 PTS	ESSAYS – 50 to 100 PTS
RESEARCH – 150 or 200 PTS	OUTLINES – 20 PTS	BELL WORK – 10 to 25 PTS	EXIT WORK – 10 to 25 PTS
HOMEWORK – 25 to 50 PTS	BRIEFINGS – 50 to 100 PTS	CRISS WORK – 50 to 100 PTS	NO-NOTICE QUIZZES – 10 to 49 PTS

*TESTS/EXAMS (include in-class and/or online. May be multiple-choice, T/F, Fill-in-the-Blank & Essay)

*QUIZZES (include scheduled in-class and/or online. May be multiple-choice, T/F, Fill-in-the-Blank &

Essay)

*TESTS/EXAMS/QUIZZES (are made up from textbook & lectures; and, for AP students - independent research at home)

*ESSAYS (include regular, LEQ, FRQ & DBQ)

Should I create or join a study group for an AP class?



Honestly, the expectation is that students demonstrate proficiency in their respective subject. The reality is ... that doesn't happen, and it comes down to those who engage themselves and read the textbook, listen in class, take advantage of every opportunity, and constantly review and reinforce the knowledge gained throughout the year. Study groups can be a tool to expand how the students can gain more information, and continue to review and reinforce themselves.

Plagiarism

FIRST OFFENSE: Receive a 0.1 for the grade (for all parties involved). A 0.1 in EDLINE quickly identifies to me someone who made an unwise decision. It allows parents to view EDLINE and understand it as well. Any copied work involving multiple students will result in a 0.1 received by all students. The 0.1 on EDLINE indicates the nature of the offense

SECOND OFFENSE: Receive a ZERO for the grade; and communications with the parent. A detention will be written and served. I will notify their guidance counselor at the same time as the parent. My detentions are an in-class written assignment in the morning assigned. The in-class assignment will benefit the student as it will be in their area of study. I will NOT write any college RECOMMENDATIONS for any student committing a second offense in violation of the Honor Code

THIRD OFFENSE: A referral written. Administration, Guidance and Parents notified. A ZERO for the grade.

What are the Expectations of the Students?



All students are expected to:

1. adhere to all rules and regulations as outlined within the Student Handbook (attendance, behavior, restricted electronic/telecommunication devices, dress code, etc).
2. be in the classroom (or other designated area) and ready to work when the tardy bell starts to sound, otherwise the student will be counted as tardy.
3. all work must be turned in at the beginning of class. NO EXCEPTIONS. Any not turned in (unless for an excused absence and not meeting the expectations of those discussed earlier) will receive a 25% deduction from the earned grade. So, work turned in the due date, but after the class period, will be docked - 10% off the earned grade.

4. take care of personal matters (drinks, restroom visits, personal grooming, socializing, etc) prior to arriving within the classroom. You may visit the restroom, but following specific class procedures, but no one will be allowed out of the room the first and last 10 minutes of class. If you must be gone within the first and last 10 minutes, it is your responsibility to ensure you find out what you missed, what might be due, or what might be started (as a quiz, no-notice quiz, etc.).



5. bring all necessary supplies (homework, pens/pencils, paper, etc) to class each day; failure to have necessary items may result in lower class participation grade and/or detention.

All work that is assigned as homework must come stapled.

a. Failure to staple paperwork will result in -3 pts off earned grade

b. Failure to include your name will result in a -7 pts

deduction and placed in the NO-NAME basket

c. Failure to include assignment title will result in -4 pts off earned grade

d. Failure to include assignment date will result in -2 pts off earned grade

e. Failure to include absent AND absent days will result in -5 pts off earned grade

f. Failure to trim "CHADS" on turned in work will result in a -5 pts off earned grade

g. Any papers "torn or ripped" or "unable to be read my me" that are turned in will receive a "zero;" and if resubmitted, will receive $\frac{1}{2}$ the earned grade.

6. pay attention to all directions and due dates that are given in class.

7. be respectful of all classmates and the instructor. Treat others with respect at all times, be prepared to learn once entering the class, be on time, one person will speak at a time, and do not interrupt other students from learning.

What is the disciplinary ladder?



Failure to follow the listed expectations: First and foremost - I do not anticipate ever reaching beyond any minor infractions by students. However, please note that we must have an appropriate disciplinary ladder as follows:

- 1st Time: Verbal Warning and/or private conference and/or 15-minute detention (8:00 am) and/or seat change
- 2nd Time: Verbal Warning, parent notification and/or conference, and/or 30 minute detention (8:00 am) and/or 250 word essay and discussion with guidance and/or seat change
- 3rd Time: Parent notification and request for conference with parent and guidance, and/or 30-minute morning detention (8:00 am) and/or 500 word essay and/or seat change;
- 4th Time: Written referral to grade office/principal

- Severe Disruption: Student will be sent IMMEDIATELY to office/principal with referral

***Issues of fairness: These are my rights to a fully functioning classroom, but you too have rights, and among those is your right to speak with me regarding course work or class expectations. I may not be able to speak with you regarding your concerns right when you wish, but I will be available outside of regular class time.

NOTE: TEST DAYS are Monday AND Thursday.

NOTE: Mandatory TESTS and QUIZZES will reflect a ZERO on EDLINE until made-up by the student.



TESTS

Tests will be CUMULATIVE and material covered on my web site, your textbook, or our discussions in class.. You will receive ONE TEST towards the end of each month, or beginning of the following month. They will be worth 100 pts.

REDO/DO OVER TEST CORRECTIONS POLICY

I truly believe that learning occurs by making mistakes. In order to learn from those mistakes we must be able to fix them. This is why I WILL ALLOW students to make test corrections to **earn back half the points they lost**. The goal for students when correcting mistakes on a test is not simply to improve grades but to fully understand the material. Incorrect answers on the test may mean that the student did not understand the topic found in that question, and could lead to falling behind in following units. YOU MUST COMPLETE 100% OF THE REQUIREMENTS on the CORRECTIONS FORM. Please follow the below steps for test corrections.

Directions for correcting mistakes:

YOUR NAME				
Question	Incorrect Answer	Correct Answer	Source	I now understand that....
<small>Include the # as well as the full text of the question</small>	<small>Letter only</small>	<small>Include the letter and full text</small>	<small>Where did you find this answer?</small>	<small>Explain what it is that you now understand because you've made this correction. (How will you remember it)</small>

- You will have ONE SCHOOL DAY upon receiving your SCANTRON to work on corrections in our classroom in the morning and power hour only
 - EXAMPLE. If you get the SCANTRON back on Wednesday, you have to turn it in on Wednesday at the end of Power Hour/lunch. There are NO EXCEPTIONS for extending this time period to complete other work, or club meetings, or making up other work. YOU DECIDE the priorities and you MANAGE your time.

- Obtain the TEST

CORRECTION FORM & TEST from me [your teacher] when you come in to work on test corrections. As mentioned, you have 1 day to complete, so each time you finish you return both TEST & TEST CORRECTION FORM back to me [your teacher].

- When finished, place in your class tray. Make sure you staple the CORRECTIONS FORM to your ORIGINAL SCANTRON.
- If all of the above is followed, then I will award you half the points you lost AND change EDLINE.

**Not all tests will have the option of corrections. I will announce which ones are applicable along with the due date.*

TEST REMAKE OPTION

- You will not be allowed to make test corrections to your original test if you choose this option •
You can retest ONE test each NINE-WEEK PERIOD.
- Please FILL OUT the FORM which must be received signed by the student (and parent) at least 1 day prior to your intention of retesting.
- PRINT form from the WEBSITE
- ALL RETESTS are in our room, but ONLY at 0745-0830 in the morning. NO POWER HOUR opportunity for RETESTS.
- In addition, the RETEST must be completed NLT 7 CALENDAR DAYS prior to the END-OF-THE GRADING PERIOD.
- NO RETEST will be given for any test given within the 7 CALENDAR DAYS of the END-OF-THE-GRADING-PERIOD, MID-TERMS, EOCS, NATIONAL EXAMS or FINALS.
- NO RETEST will a score higher than a 70%.

TEST EXTRA CREDIT OPPORTUNITY

This opportunity is discussed on the MENU BAR to earn 25% bump in lowest score test during a 9-week period – see instructions on web site.

QUIZZES



You can expect ONE quiz a week worth 50 points/10-minutes. These are on CURRENT MATERIAL from the textbook, website and in class. You may USE any hand-written notes ONLY to encourage proper notetaking is done in class. You must MAKEUP these quizzes if you miss any. You can make up these quizzes during the morning [0745-8:30], or during POWER HOURS.

- You MUST give me 1-days notice so I can prepare a QUIZ for your make-up.
- THERE are NO QUIZ CORRECTIONS allowed. In addition, quizzes must be completed NLT 7 CALENDAR DAYS prior to the END-OF-THE GRADING PERIOD.
- NO RETEST will be given for any test given within the 7 CALENDAR DAYS of the END-OF-THE-GRADING-PERIOD, MID-TERMS, EOCS, NATIONAL EXAMS or FINALS.



NO-NOTICE REGULAR QUIZZES

You can expect at least ONE NO-NOTICE QUIZ worth 30 points/10-minutes each week. You may USE any hand-written notes ONLY to encourage proper notetaking is done in class. These DO NOT have to be made up if you missed any.

- They are SNAPSHOTS in time AND an indicator of preparations for class in reading, note-taking, reviewing and reinforcing material.
- These are on CURRENT MATERIAL from the textbook, website and in class.

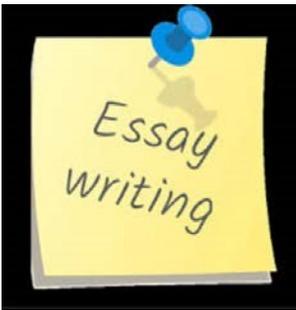
ORAL GROUP INCLASS QUIZZES



Oral quizzes [45 points/3 questions] serve a number of purposes. We will conduct ONE ORAL QUIZ monthly unannounced. It is wise to choose your seating carefully. You WILL NOT have access to any notes or material during an oral quiz. The strength is in the collaboration of your group members. The teacher will determine the number of students per group based on number of students in class that day. Oral quizzes try to motivate students to do their reading, reviewing and reinforcing content material.

The ORAL QUIZ consists of three questions. In part one, the teacher calls upon the group of students in some pre-determined fashion such as alphabetically, reverse order, or working from the middle of the class list to the beginning and the end, etc. The small group may work together in formulating the answer. Each GROUP will receive what the group earns as the ORAL QUIZ grade. Students in the class will not help any other group during the actual oral quiz. They receive a '15' for each correct answer. Each group will receive different, but reliable and viable questions of the same content covered in class.

ESSAYS [FRQs/LEQs/DBQs/SAs]



You can expect TWO FRQs for AP PSYCHOLOGY, and TWO LEQs [DBQs will not start until January] for APUSH each month. These are in completed in-class and worth 100 points. In addition, APUSH students will receive 1-SHORT ANSWER ESSAY for the weeks not indicating any LEQs or DBQs. These [SAs] will be worth 30 points. FRQs, LEQs, and DBQs are made-up if missed as TESTS are made-up. SAs do not have to be made up if absent. *There are NO REMAKES or DO OVERS of essays.*