

CLASS TIME is extremely valuable and cannot be duplicated. Please do not be absent or late; avoid **anything** that will infringe on class time, including appointments with doctors, counselors, or college representatives, school activities, and tardies.

**There are three components to the grade in this course: quizzes, homework and thank you letters.**

QUIZZES are unannounced and given at random throughout the semester. Each quiz is worth 20 points.

HOMEWORK is assigned almost every day. Most of the assignment handouts are available on my website. Many of the assignments will be completed in class. Each assignment is to be numbered and dated. The homework is due at the beginning of class once each week. (The day is posted in the classroom.) Homework grades are based on completion and neatness. Each day's completed homework assignment is worth 2 points.

THANK YOU LETTERS are an important part of the class. A template will be distributed and is available on my website. A thank you letter is required after each guest speaker as well as other times throughout the course. Each thank you letter is worth 10 points. A typed thank you letter turned in on time will receive 10 points. A hand-written thank you letter turned in on time will receive 5 points. A typed thank you letter turned in one day late will receive 5 points.

My WEBSITE ([www.WHSActon.weebly.com](http://www.WHSActon.weebly.com)) has copies of worksheets, handouts and interesting reading and links.

GRADES are determined by dividing the points earned by the points possible. Student grades are updated on Q (<https://q.conejousd.org/>) regularly (usually each Sunday evening). **PLEASE SAVE PAPERWORK TO CHECK AGAINST THE COMPUTER.** If an error is found, simply bring the paper showing the correct score to me at an appropriate time.

EXTRA HELP is available most Mondays and Thursdays during lunch in room 43T.

### EXCUSED ABSENCE -- MAKE-UP WORK

It is the student's responsibility to complete work missed due to any absence. This includes notes, examples, directions, classwork, homework, thank you letters and worksheets. Please make every possible effort to return to class prepared.

#### Quizzes

- If a quiz covers material presented while you were in class, then you will take the quiz.
- Quizzes will not be made up.

#### Thank You Letters

- Ask a classmate for the name, address and content of the letter.
- The thank you letter is due the day after your return.

#### Unexcused Absence, Truant Absence, or Tardy

- No make-up will be allowed.

### INTEGRITY OF WORK

Unless specifically assigned as partner or group work, all course work is required to be personally done by the one student whose name is on the paper – not a parent, tutor, classmate or group. Anything else is considered cheating, and **a grade of zero will be assigned for that assignment.**

CELL PHONES should be used when deemed appropriate by the teacher.

Appropriate uses of a cell phone in class include checking grades, reading assignments, taking pictures of homework, and use as a calculator.

Inappropriate uses include phone calls, texting, email, listening to music, pictures of people, watching videos, checking sports, etc.

Furthermore, any electronic device that is used, heard, or able to be seen while the class or student is taking a test or quiz is considered cheating, and **a grade of zero will be assigned for that quiz.**

**Academic Honesty (Bd. Pol. 5131.9)**

*Definition:* Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty during tests or classwork includes unauthorized communicating; copying materials or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person's assignment; providing homework/classwork for another student to replicate; plagiarizing or submitting a paper or project which is not one's own work; and submitting falsified information for grading purposes are also examples of dishonesty.

*Consequences:*

## First Infraction

- The teacher will conference with the student and record a zero for that assignment.
- Within five school days, the teacher will notify the parent and send a referral to the appropriate administrator noting the infraction.
- The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two years from the date of infraction.

## Second Infraction

- The teacher will send a referral to the appropriate administrator noting the infraction.

Within five school days, the parent will be notified, and the student will be removed from the course and placed in a Study Hall with a failing grade for the semester.

**KEYS FOR SUCCESS**

1. Please be in class with a good attitude, on time, and ready to learn.
2. Engage your mind and complete your homework on a daily basis.
3. Make wise use of all class time. Be productive.
4. Learn and follow directions and procedures.
5. Take good notes in class and review them regularly.
6. Get involved with a study partner or study team.
7. Please ask questions as they arise. This helps your learning and that of the other students.
8. If, for some reason, your questions cannot be answered in class (a rare circumstance), come in at lunch for extra help right away.