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## **Course Outline and Expectations 2015-2016**

**Learning Goals:** These goals are attached to the back of this packet. You will find the standard, scope level, learning target and taxonomy level. We will discuss what each of these means to you during our class time together.

### **Classroom Procedures and Rules:**

#### **Procedures:**

1. Enter the classroom in a timely, controlled, quiet manner, gather materials quickly, and get seated.
2. Locate the daily agenda and objectives written on the board and copy them down. Ask any questions about the agenda or objectives for clarification.
3. Log into Kahoot for the daily questions.
4. Complete all activities and assignments given for the day.
5. If you need to use the restroom, wait for an appropriate time to ask. Do not interrupt instructions to ask. Do not abuse the privilege. You are only allowed to leave the classroom once.
6. Make sure your name appears on all assignments and turn them into the designated location.
7. If you are absent, get the agenda and objectives from another student and ask for assignments handouts at the end of the period.
8. At the end of the period, put away all your materials including textbooks, in an orderly fashion, clean up any trash under or around your desk, and wait quietly until the bell rings.

## **Expectations:**

1. I expect each student to conduct themselves in an appropriate manner at all times in the classroom. Be respectful of me, other students, and yourself. Use appropriate language that is formal in nature and professional in tone. Manage your own behavior and accept responsibility for the consequences of negative behavior. Disruptive, disrespectful behavior will not be tolerated.
2. I expect each student to work hard at all times in the classroom. Complete your assignments on time and take pride in your work. Take ownership of your learning. Put forth 100% effort to maximize what you learn and accomplish in the classroom.
3. I expect each student to pay close attention to my instruction. Stay focused during reading/discussion. Do not talk while I or others are reading or talking. Follow instructions carefully. You may ask for further explanation, but do not ask me to repeat something because you were not paying attention.
4. I expect each student to succeed. You have complete control over your academic success. If you need additional help, you need to be proactive in asking me. I will help you succeed in any way. I can. If you work hard, attend class regularly, complete assignments on time, and participate in classroom activities and discussion, you will succeed. This is your education. You will take it with you when you leave here. It is up to you to make it what you want it to be. Invest your time and energy in this valuable asset. Be excited, be positive, and be enthusiastic about learning and you will do very well.
5. Turn off cell phones. Cell phones are NOT to be seen during class. There is a bin at the front of the classroom that you can put your cell phone into. If I see your cell phone it will be sent to the office for the rest. (There are NO exceptions to this rule)
6. IPADS - It is your responsibility to charge your I-Pad and to be ready for class. You will not be allowed to use your cell phone as a substitute for your I-Pad.
7. Never line up at the door before dismissal. Please remain in your seat until the bell rings. Do not pack up until you are given permission to do so. I will give you appropriate time before the bell to clean up your area and pack your items away.

## **General Guidelines:**

Class time has different meanings for each person in the room. Please respect each person in the room with your own behavior. Everyone has the right to receive the instruction given; Therefore if you are disruptive in the class you are violating the rights of others. You will be given reminders verbally if your behavior begins to infringe on others. One or two friendly reminders is the limit. Three reminders (also known by some as “three strikes you’re out”) will lead to removal from the room and automatic detention. Outright rude or otherwise uncivilized behavior will not be tolerated and may cause earlier removal. You will be removed from the room if you cannot conduct yourself well. Detention is again automatic if you must be sent to the office. If you are not able to behave respectfully in the workplace, you get fired. (Brad Conant)

## **Drinking and Eating**

If you would like to bring a small snack and a drink to class that is acceptable. This is a privilege that can be taken away if it interferes with your education or you are not able to clean up after yourself.

## **Plagiarism and Cheating**

This will not be tolerated. All work submitted needs to be original to you. Working with another classmate is acceptable but you need to use your own words on assignments and not turn in two identical assignments.

## **Cheating Includes**

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not.
- Using any form of memory aid during tests or quizzes without expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Giving or receiving answers during tests or quizzes. It is the students responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy.

- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result.
  - Accessing a test or quiz for the purpose of determining the questions in advance of its administration
  - Using summaries/commentaries in lieu of reading the assigned material
- <http://www.nhvweb.net/nhhs/english/cheatingplagiarismpolicy.htm>

### **Plagiarism includes:**

- Taking someone else's assignment or portion of an assignment and submitting it as one's own.
- Submitting material written by someone else or rephrasing the ideas of another person without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as ones own.
- Submitting purchased papers as ones own.
- Submitting papers from the internet written by someone else as ones own
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

<http://www.nhvweb.net/nhhs/english/cheatingplagiarismpolicy.htm>

### **If Caught**

- First Offense: Zero and Ms. Edwards will contact parent(s) and notify the office.
- Second Offense: Zero and Ms. Edwards will request meeting with parent(s) and notify the office.
- Third Offense: Zero and Ms. Edwards will report this incident to the office for their recommendations.

### **Late Work**

Late work is considered to be any task, activity, or project that has not be completed and turned in on time. You will lose points on an assignment if it is turned in late. Late work will decrease your Habits of Work and Learning grade.

### **Missing Two Assignments**

If you are missing two assignments you will be assigned to the intervention period on Thursday or Friday to complete the missing work.

## **Missing Three or More Assignments**

If you are missing three or more assignments you will be assigned to stay after school for extra help.

**We will continue to work on procedures during class and will add new procedures as the need arises.**

## **Code of Conduct**

1. Respect
  - A. Time
  - B. Property
  - C. Each Other
2. Be Present
3. Ask Questions

## **Grading**

The gradebook (PowerSchool) will be divided into categories. The categories will no longer say homework, quizzes, or test. Instead it will be an abbreviation of the standard that we are working on.

Your grade is based completely on formal and summative assessments. We will have multiple activities that you will complete and in which you will be given feedback. As you complete these assignments you will receive a check in the rank book to demonstrate that you are moving towards meeting the standards. You will not be able to take the assessment until you have demonstrated that you understand the material.

There will also be a new category called Habits of Work and Learning (HOWL). This category will make up 10% of your grade and will be handed out twice during the semester. Your HOWL grade will be based on a rubric that we will discuss in class.

## **The Following Behaviors Promote True Student Achievement:**

1. Be prepared. Try to keep a realistic schedule balancing academic obligations and ones social and personal life.

2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors, in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
9. If, for whatever reason, you choose to use another's ideas, or solutions, cite that person as a source on your paper or project.
10. Know what constitutes cheating, including all the variations of plagiarism.

<http://www.nhvweb.net/nhhs/english/cheatingplagiarismpolicy.htm>

Important Websites:

Class website: <http://bedwardshistory.weebly.com/>

Twitter: BethEdwards10

Messenger: [bedwards@MLTI.net](mailto:bedwards@MLTI.net)