

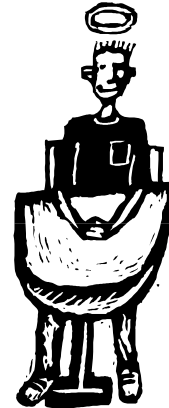
Students are expected to complete all work with the highest degree of effort and quality

Required Materials:

Plan to bring the following materials to class *every day*:

- 1) BOTH a blue or black pen AND a pencil
- 2) 3-Ring binder with at least 5 sheets of lined paper
- 3) Your CHS Agenda/Planner
- 4) A book you've chosen for reading
- 5) Any assignments due that period

From time to time, you'll need your own 3.5" computer disk, 3x5" note cards, and a set of colored pencils. If you keep them in a zippered pouch in your binder, you'll have them whenever you need them.



Written Work:



Class assignments often involve answering questions from texts, videos, group discussions, or from other study materials. When completing written work, you should show that you understand your answers by completely rephrasing ideas in your own words. Even if the answers are a result of group discussion, you need to put your own spin on the material to make it your own. **Answers copied from the text, another student, or another source are not acceptable. A first offense may result in loss of credit for the assignment. A second offense may result in loss of credit for the course.**

Retakes & Rewrites:

With the exception of pop quizzes and the course final, you are always welcome (and encouraged) to retake tests or to rewrite other assignments to improve your grade. When resubmitting work, always attach the new work to the old copy, along with a grading sheet (if any). Retakes, rewrites and other resubmitted work can earn up to 90% of the original assignment grade.

Notes:



Classroom instruction and discussion will provide a great deal of the information you will be expected to apply and on which you will be tested. Daily notes can be kept in a running format, but should show the date and topic as a heading for each new entry. Instructions in effective note-taking strategies will be provided.

Appearance:

Assignments should be neat and legible. All papers turned in should have a complete heading, following class guidelines. Papers without

complete headings will be marked down 10%. Don't tear paper from your binder as you'll be expected to keep any assignments, quizzes, and notes in your 3-Ring binder.



Work which clearly shows "Quality" effort will earn extra credit

Grades

Work in this course are scored according to criteria that students have access to before the actual completion of their assignments. Class time and discussion is devoted to determining elements of successful as well as unsuccessful assignments, so all students have the opportunity to understand what constitutes excellent work, good work, passing work, and work that is not yet acceptable.

Assignment scores are added as raw numbers, and grades are determined using the following percentages:

| | | |
|-------------|-------------|-------------|
| 100-93% = A | 92-90% = A- | |
| 89-87% = B+ | 86-83% = B | 82-80% = B- |
| 79-77% = C+ | 76-73% = C | 72-70% = C- |
| 69-67% = D+ | 66-60% = D | 59 - 0% = F |

Students' course grades are based on a straight percentage of points earned / points possible for the grading period. Because of the cumulative nature of the course work, semester grades are *not* based on an average of quarter grades.

Extra Credit

Students have numerous opportunities to earn extra points as a regular part of daily and unit assignments. In special circumstances, students will have an opportunity to complete extra projects, but only if they have completed all regular projects for the current grading period.

Late Work

Students should make every effort to complete work on time. Timely completion of work allows all students to be prepared for the day's activities, and it instills a valuable work habit. However, unforeseen circumstances can get in the way of even the best intentions. For this reason, late work will be accepted according to the following guidelines:

- 1) All late work is marked down 20%.
- 2) Late work is only accepted for scoring within 5 school days of its original due date.
- 3) No late work is accepted in the final week of the semester.

Exceptions to these late work guidelines are made only for students with excused or prearranged absences (see the section on excused vs. unexcused) and who follow the procedures below:

- 1) Turn in all assignments due during your absence on the day you return to class;

- 2) Make up any tests missed outside of class time within one school day of your return;
- 3) Make up any in-class assignment within 3 days of your return.

Attendance

Daily attendance is crucial to success in this class. Classroom activities, whether individually graded or not, are critical to understanding the material as a whole. Because of this, students who accumulate excessive absences (excused and unexcused) may see their grades drop or fail to earn credit for the course.

- 1) Students who miss 9 or more class meetings in a single, 9-week quarter will not receive credit for that grading period;
- 2) Students who miss between 9 and 18 class meetings during the 18 week semester will have their grades dropped one letter grade.
- 3) Students who miss 18 or more class meetings during the 18 week semester will not receive credit for the course.

PLEASE NOTE that these are for excused and unexcused absences. The only absences which do not apply to your 9 or 18 absence totals are:

- 1) School-sponsored absences (field trips, early release for sports travel, etc.)
- 2) Unusual extended circumstances (illness, injury, etc.) where the school and teacher are notified at the time of the absences.

ALSO NOTE that if you are going to be gone on a school-sponsored absence and are at school the day an assignment is due, you are still responsible for turning that assignment in on time.

AND NOTE that if you have a note excusing an absence, it will allow you to make up work without penalty (if you follow the late work guidelines) but it will count as one of your 9 or 18 absences.

Tardies

As a rule, students are expected to be in their seats ready to work when the bells ring. Students late to class are considered tardy, and chronic tardies can affect your grade. In addition to missing the first activities of a class meeting, your grade will be lowered one letter grade for every 3 tardies you accumulated during the course. If you wish, you may work off three tardies through serving one hour detention, on arrangement with the teacher.