

Disclosure of Class Policies & Procedures

Nothing in life is to be feared, it is only to be understood. - Marie Curie



AP Literature & Composition with Mrs. Simmons in room C-16

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COURSE CONTENT & TEXTS

It is expected that all SHS AP students will take the AP Exam for their respective courses in May. Any students seeking an exemption from the exam must petition the teacher. By registering for this class, you are agreeing to undertake college-level work. Our focus will be on literary analysis and interpretation along with scholarly composition. We will emphasize critical thinking, persuasive speaking, respectful listening, and cooperative learning. The workload and pace of this class will be rigorous and challenging for which I make no apologies and hope you in turn will not make excuses.

You will likely be reading at least three classic works of literature each semester outside of class on your own, in addition to the assigned class reading and weekly writing (if not daily) both in and out of class. Our approved course primary text is *Perrine's Literature: Structure, Sound, & Sense* (8th ed.) and will be supplemented by various other texts, literary works, criticism, non-fiction articles, essays, etc. as deemed both relevant and appropriate for our current course of instruction, analysis, research, and class discussion.

For further details, please refer to the course syllabus and NSD permission document.

ATTENDANCE, CITIZENSHIP, DUES & GRADING

What we've got to do is to keep up our spirits and be neighborly. - Charles Dickens

- YOU have the right and responsibility to learn. I have the right and responsibility to teach.
No one has the right to interfere with this process.
- Please familiarize yourself with the NSD & SHS policies (attendance, discipline, dress, etc.). Not only am I required to enforce them, but I also believe they were established with the sincere intent and noble purpose of ensuring an orderly and safe learning environment designed to support you in your efforts to realize the promise of our established SHS mission statement: **DUES = Dedicated to Excellence, United in Service, and Educated for Success.** You begin each term with a 100 pt. DUES score - your charge is to keep it!
- **R-E-S-P-E-C-T!** Treat the classroom (everyone and everything in it) with respect. Whether speaking, listening, viewing, reading, or writing, you are expected to participate appropriately. Before acting or speaking ask yourself: *Would it prove helpful or harmful? Am I helping or hindering our APES community of scholars? Is it appropriate?*

This is NOT set up as a correspondence course! You will need to be on-time and present (in both mind & body) to keep up, progress, and benefit. You are expected to come to class each day **prepared** (i.e. with pen, pencil, paper, assignments, texts and flashdrive in hand and restroom needs already addressed), ready and eager to participate fully in all discussions and activities.

Grading Percentage Scale

A (100-95)	A- (94-90)	B+ (89-87)	B (86-83)	B- (82-80)	C+ (79-77)	C (76-73)
	C- (72-70)	D+ (69-65)	D (64-60)	D- (59-55)	F (54-0)	

MAKE-UP WORK

You are strongly encouraged to view our class website often, if not daily! Discipline is the beginning of any performance. When you are absent, it is YOUR responsibility to make arrangements to conference with me and/or acquire class handouts, notes, instruction, assignments, etc. **before** you return to class. Earning an "A" is entirely possible, and nearly half of your grade is assured simply by showing up on time and being prepared to participate appropriately and fully.

- A. If you miss an exam during an **excused** absence, you will not make up the test if I/we have begun grading it, but will receive a grade that is the **average** of all **your** exam scores for that term. *However, you are required to take at least half of all exams given each term or will receive a zero for each exam missed.*
- B. Quizzes may or may not be announced ahead of time, usually occur at the beginning of the period, and **cannot** be made up - kind of defeats the purpose!
- C. Pre-excused/school excused absences: Contact me **BEFORE** your scheduled absence to arrange make-up work. You may take an exam early under these circumstances, provided it is available.
- D. **Mondays** are when I plan to stay after school later than usual to assist you further by appointment for conferencing, consulting, serving detentions or make-up.

LATE & INCOMPLETE WORK

Meeting deadlines is a "real world" task (... *just ask the IRS and credit card companies about the penalties they apply!*). If an assignment is not submitted or incomplete when it is due and you have not discussed it with me or made prior arrangements, then 20% will be deducted for each day (A, B, and weekends) that it is late. You may still complete, submit, and have the assignment recorded as turned in for possible "reward" consideration (and the intrinsic benefits, of course) but it is unlikely to be graded or given feedback. Should you have any concerns or encounter unanticipated difficulties with the completion of your work, it is expected that you will notify me immediately, so we might work together towards a satisfactory resolution.

. . . **Be SMART, Be HERE, Be READY to LEARN, Follow Directions, Do the Work, and Be HAPPY!!!**

BOTTOM LINE: I WANT YOU TO SUCCEED and I will do my best to assist you in your efforts to do so!

The less I know and the later it grows, the more problematic the situation likely becomes for you.

REWARD

If, at the end of the term, **ALL** your assignments have been turned in and **ALL** your exams and quizzes have been taken, your final grade will be raised 1/3 (i.e. B+ to A-).

EXTRA CREDIT (E.C.)

- The REWARD is worth more than any single extra credit opportunity, since we may average anywhere from 500 to 1500 points possible for completed coursework each term.
- E.C. assignments may be offered occasionally throughout the year to the entire class, and are intended for effort above and beyond what is required.
- No E.C. will be granted on an individual basis. So be alert and prepared to take advantage of the E.C. opportunities when they are made available (e.g. writing contests, in-class connections, etc.)

Miscellaneous

- Assignments should be **typewritten** unless otherwise instructed.
- You are strongly encouraged to secure an SHS laptop compatible flashdrive for storing, accessing, transporting, and printing out evidence of required writing process steps and research work/notes.
- Handwritten work should be completed in black/blue pen unless instructed otherwise.
- Printer problems: SHS has multiple labs available for student use. You may e-mail me your assignment to hold and record as received "on-time." However, you must still print and submit a hardcopy ASAP for me to grade and record a score.
- If you ever need additional clarification, please don't hesitate to ask. I can't help if I am not aware of your confusion, concerns, or circumstances.
- While YOUR learning is YOUR responsibility and opportunity, I consider it my privilege to further guide and assist you upon your sincere request.
- Bubba Gump says, "Stupid is as Stupid DOES!" Soooo, DON'T BE! ☺ **Do . . .**

HONOR CODE:

This class will be conducted under an Honor Code. All students are expected to be academically honest and to complete and submit only their own original work. A brief definition and explanation of what constitutes “plagiarism” is provided below, and we will continue to review and discuss methods for avoiding plagiarism as the school year progresses. Should a student violate the Honor Code, course penalties will be swift and severe, at a minimum likely to result in the loss of credit for the assignment and/or that term of English.

Plagiarism can be defined as submitting another person’s ideas, words, images or data without giving that person credit or proper acknowledgement. Plagiarism, a form of academic dishonesty, is tantamount to stealing and will not be tolerated. In order to clarify what constitutes plagiarism, you should be aware that you have committed plagiarism when you:

- use phrases, quotes or ideas not your own;
- paraphrase the work of another even though you may have changed the wording or syntax;
- use facts or data not considered common knowledge;
- submit a paper written for another class (academic dishonesty);
- submit a paper from an essay service or agency even though you may have paid for it (these papers are usually of low quality, so you probably did not get your money’s worth);
- submit a paper by another person even though s/he may have given you permission to use it.

You should note that plagiarism not only encompasses written work, but also computer data, research, musical scores, video programs, and visual arts.

Plagiarism is a serious issue, especially in an academic environment. Teachers must be able to rely on the integrity of a student’s work in order to maintain a climate for successful learning. Plagiarism reflects on character; therefore, you should diligently avoid inadvertent plagiarism. When you are unsure if acknowledgement is needed, ask your teacher!

I, _____, am aware of the class policies and procedures, particularly the serious nature of plagiarism and will not intentionally use or submit someone else’s work without acknowledgement or misrepresent it as my own.

(Printed student name)

(Student Signature)

(Date)

Parent/Guardian Names (printed):

Parent/Guardian Signature:

Date:

E-mail Address:

Student E-mail Address: