# Civics 2017 - 2018

Mrs. Megan Santos

Website: [santosskyline.weebly.com](http://santosskyline.weebly.com/)

Email: santosm@issaquah.wednet.edu

Phone: 425-837-7749

Office: 2410D

Welcome to *Civics*! I am excited to have you in my class and look forward to a great year ahead. This overview will provide you with a brief description of the course, its readings, and the expectations of our classroom. As will be the case throughout the year, I strongly encourage you to ask me any questions you may have.

**Materials**: Students should come to class on time each day with the following materials:

2 Blue or black ink pens Lined notebook paper or Notebook for notes Notebook for Warm Ups

2 #2 pencils Student planner

**Content**: Texts include but are not limited to the following:

*Government Alive! (TCI)*

**Behavior Expectations:** All students are expected to follow my three main rules at all times. These rules are **R**espect (for yourself, fellow students, and teachers), **A**ppreciation (for the work done by you, your fellow students, and your teachers) and **P**articipation (be actively involved in the learning process). If issues arise that affect a student’s work, that student should inform the teachers as soon as possible.

**General Classroom Expectations:**

* + *Food:* You may eat a small snack (free of nuts and fish) as long as it is not disruptive or messy.
	+ *Bathroom/Break:* Students may sign out for the bathroom at a convenient time but are responsible for any missed information upon their return. One student out at a time.

**Cell Phones/Electronic Devices:** My policy is straight forward -- no cell phone/electronics use in class, unless invited to do so by teacher(s) (informal quizzes, surveys, independent work time).

* 1st offense = warning, 2nd offense = confiscate for the rest of the class, 3rd offense = confiscate for the rest of the day
* Additional issues will be addressed with the administration

**Plagiarism/cheating**: The Skyline policy will be strictly followed. Please refer to the Student Handbook for details and page 3 of syllabus. *Please note*: All assignments are expected to be individual work unless explicitly stated otherwise.

**Attendance Policy**: The district policy will be followed. Regular attendance is extremely important because in-class writing, lecture, discussion and collaborative work are essentials of the course.

**Tardies:** There is no excuse for tardies. 1st offense = warning; 2nd offense = after school detention; 3rd offense = referral to administration.

**Excused Absences**: Students must make up missed notes and assignments immediately and must meet posted due dates for major tests and projects. Students who miss a class when work is due but are at school for any other part of the day must turn in their work on that day. A student with a prearranged absence must receive assignments in advance and keep current with the class while away. Assignments due during prearranged absences may be due before the student leaves, so students should make arrangements at least one week prior to absence. Tests and quizzes must be made up within the specified timeframe. If your absence is unexcused, the late policy applies.

***Excused Absences Note:*** you have one day per absence to make up any work. Check the class websites to find out what work was missed each day. If you miss a test or in class writing assignment, you are responsible for scheduling a time with Mrs. Parsons or Ms. Morales to make it up. You must write ABSENT on the top of your work and the date(s) you were absent.

**Late work policy**: Unexcused absence late work will receive a 10% grade reduction per day past due date, unless otherwise specified by teacher. You must write LATE on the top of your work and the date you SUBMITTED the work.

**Homework:** There will typically be very little homework each night for the class outside of readings which will generally be short, though there will be exceptions. All homework must be saved in the student’s notebook. It is collected regularly, so be prepared. All due dates can be found on the class websites.

Humanities writing philosophy:Because writing is important across all disciplines, the Skyline Humanities Department makes teaching writing instruction one of its primary focuses. As such the department uses common language, instruction, and assessment tools across all grade levels. Using an integrated approach, students will be taught the same style and terms and be assessed on the same rubric during their four years at Skyline. This will help the student understand where they need to grow as a learner to improve their writing over the course of their high school career.

**Grading**:

|  |
| --- |
| A 93-100 B 83-86 C 73-76 D 63-66A- 90-92 B- 80-82 C- 70-72 D- 60-62B+ 87-89 C+ 77-79 D+ 67-69 F below 60 |
| Culminating 50% Participation 15%Processing 25% Final Exam 10% |

**Rounding/Extra Credit:** No grades will be rounded. As such, opportunities may be given throughout the year for extra credit. It is an opportunity to go above and beyond, not to make up for missing assignments. Likewise, do not ask for extra credit - check the website often if you are interested in these kinds of opportunities (if not announced in class).

## Teacher meetings: I am happy to meet with students or parents at times that are mutually convenient. Students or parents who wish to meet with either or both of us should set up a meeting time in advance. See contact info above and on websites.

**Participation:** Students are expected to participate fully in the learning process. All collaborative work will have a participation element assessed by either me or group members depending on the format.

**SHS Printing Policy:** *Students are able to print to a number of laser printers. Skyline recognizes the need for student printing, but limited resources also require that we put limits on student printing. Students are encouraged to be conservative users of computer printers.*

*Students are expected to follow these printing guidelines*:

 1. Student printing will not exceed 25 pages per month. This is expected to provide one copy of student work and materials accessed electronically for research purposes.

 2. Documents that are posted to teacher websites are expected to be accessed at home and printed at home for student use.

 3. When multiple copies of an assignment or class handout are required, the student is expected to photocopy those items. This can be done at school for $.10/copy, or for a lower price at a commercial service.

**ACADEMIC INTEGRITY/HONESTY POLICY:** Academic integrity speaks to a student’s commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits. Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. **All assignments are expected to be individual work unless explicitly stated otherwise.**

Academic Integrity violations include, but are not limited to:

* **Plagiarizing** or submitting any part of another person’s work as representing ones’ own scholarship
* **Distribution/sharing of class assignments or test information** in either written or verbal form to another student without teacher permission
* **Unauthorized Collaboration** – working with others without the specific permission of the instructor on assignments that will be submitted for an individual’s grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.
* **Collusion** – supporting the lack of integrity/honesty by another student, as in allowing one’s work to be copied or submitted for assessment by another. Collusion also includes the use or sharing of identical or highly similar passages of one’s own work, or the work of another, unless specifically authorized by the teacher.
* **Technology Malpractice** – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

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**Please review the entire syllabus before signing & returning this sheet.**

Student:

*I have read the* ***Academic Integrity/Honest Policy.*** *I understand and agree to honor it in content and in spirit. I have read and understand the syllabus and expectations outlined above. If I have any questions, I will contact my teacher.*

*I hereby understand and agree to the terms of this* ***contract****. I promise to do my best to fulfill the course expectations so that I may gain all of the benefits that are possible from this course. I will strive to attend class regularly, complete all required work, participate in class activities, and I will have respect for my teacher and fellow classmates.*

Student Name Signature Date

Parent/Guardian:

*I have read this contract with my student. I understand that my signature indicates my approval of texts, works, and films that will be used during this course and implies my acceptance of the policies described in this syllabus. I understand that I am welcome to contact the teachers at my convenience regarding any concerns or comments.*

No preference