**United States History**

**Course Rules and Procedures—2017-2018 Chicago Public School Year**

***Lane Technical College Prep High School—Instructor: Mrs. Melissa “Missy” Smith***

**Course Website: http://mrssmithlanetech.weebly.com**

**Email: MKSmith@cps.edu *(Preferred Method of Initial Communication)***

* **Daily Expectations** Students are expected to attend class and be punctual, with the required materials, in dress code, and have a positive attitude.
  + **Absence Procedure:** The Lane Tech attendance policy will be upheld. Specifically highlighting: if your parent/guardian does not report your absence correctly you must bring a signed note upon your return.
  + **Required Materials:** Each student **MUST have a notebook or a notebook section devoted solely to History class**, paper, pencils and pens, textbook (leave at home), and any homework or assignments due that day.
  + **Dress Code**: Students not following Lane Tech’s dress code will be subject to the school’s outlined discipline.
* **Evaluation** A student’s grade will encompass many components, including: Homework/Assignments, Exams/Quizzes, and Attendance/Class Participation. A rough, percentage breakdown of those categories is listed below, along with the Chicago Public Schools grading scale, which will be used to determine a cumulative letter grade at the end of each marking period.

#### Standard Grading Scale:

**90%-100% = A**

**80%-89% = B Exams & Quizzes = 40% of the final grade**

**70%-79% = C Homework & Projects = 55% of the final grade**

**60%-69% = D Attendance & Participation = 5% of the final grade**

**59% or less = F**

* **Grade Notations used in Impact: The following notations, in addition to regular percentage grades, will be used by Mrs. Smith when inputting grades into Impact so that students/parents can be as updated as possible about the student’s progress**
  + **“MSG” or “Missing”** = Student did not submit the assignment
  + **A blank space** = 1-2 days after the assignment’s due date, this indicates that the assignment is in the process of being graded
  + **“0”** = Student received zero credit for the assignment
  + **“Late” and/or “Turned-in”** = Notations that can be made about assignments/grades to give further information about student’s progress
* **Homework/Assignments** Homework/Assignments are given as they relate to the material being covered in class and are expected to completed on time. Students must ***refer to the course website for copies of most missed/lost course materials***: **http://mrssmithlanetech.weebly.com**. ***Late work is accepted, but penalized one letter grade for each school day that it is late; however, once the late assignment becomes an “F,” no credit will be earned****.*

**Late Homework/Assignments:**

* **Late due to an excused absence:**
  + It is the **SOLE RESPONSIBILITY OF THE STUDENT** to find out what they missed, either via my website and/or classmates, and to turn it in the next school day, for full credit (i.e…non-school days are exempt from letter grade deductions). However, if the assignment is late, beyond that next school day, it will be subject to the regular late policy of grade lowering. (Assignment due dates for extended absences will be considered on an individual basis)
* **Late due to an unexcused absence:** 
  + It is the **SOLE RESPONSIBILITY OF THE STUDENT** to find out what they missed, either via my website and/or classmates, and to turn it in the next school day, however assignments turned in late due to an unexcused absence will be subject to the regular late policy of grade lowering (i.e…Your absence counts towards the letter grade deductions).

**Missed in-class group assignments:**

* **Some single day, in-class group assignments, and scheduled project presentations, that are missed** **will not be eligible for make-up**. In most cases it is impossible for you to earn participation credit when you are physically not in the classroom participating. Please see Mrs. Smith for eligibility.

**Extra-Credit:**

* There may be occasional opportunities to earn *EXTRA* credit throughout the year; this is credit that is in addition to your submitted course work, *not in lieu of submitting course wor*k. Therefore, *ONLY students who are earning at least a 70% average* in the course will be eligible to earn extra credit points.
* **Exams/Quizzes** Unit exams, one means of course evaluation, will be announced prior to the test date. Quizzes will also be given; these may or may not be announced prior to the quiz date. Unit exams culminate a unit, and will cover all topics discussed and/or read about. Quizzes will be narrower in scope, generally checking comprehension of specific readings or concepts.

**Missing an announced Exam or Quiz:**

* **Due to an Excused Absence:**
  + An alternate, make-up examcan be taken, however it is the **SOLE RESPONSIBILITY OF THE STUDENT** to arrange a day/time with Mrs. Smith. Failure to take the exam on the arranged make-up date will result in a ZERO for that exam.
* **Due to a “School Function”/Planned Absence:**
  + Students **MUST** arrange with Mrs. Smith, **PRIOR** **to their pre-planned absence**, a day/time to take their exam/quiz. It is the **SOLE RESPONSIBILITY OF THE STUDENT** to arrange a day/time with Mrs. Smith to take the exam. Failure to take the exam at the arranged time will result in a ZERO for that exam.
* **Due to an Unexcused Absence: NO make-up will be given**; the student’s exam or quiz grade will be a ZERO.

**Missing an Unannounced “Pop Quiz”:**

* Regardless of the reason, excused or unexcused, **NO CREDIT will be given for a missed unannounced “pop quiz,”** the student’s grade for that quiz will be a ZERO in the grade book.
* **Attendance/Class Participation** Students are expected to attend class daily **on time and participate** for the duration of the period, regular attendance and participation is critical to a student’s success. However, if a student has:
* **Periodic Absences**: students are expected to follow the Lane Tech attendance policy listed in their planner. **It is the SOLE RESPONSIBILITY OF THE STUDENT** to **obtain the work** that they missed while absent, and **return the completed product** to the teacher when determined. Students can refer to the course website for copies of missed/lost course materials: **http://mrssmithlanetech.weebly.com**.
* **Extended Absences:** Please email Mrs. Smith for work, it is the responsibility of the student to confer with the teacher to negotiate new due dates for their missing work, depending on the length of their absence.
* **School Permit:** in order to be illegible for full credit, students **MUST submit their assignments, *BEFORE* they leave on permit,** to either Mrs. Smith or her mailbox in the main office, labeled “Missy Smith.”
* **Locker/Bathroom Passes** In order to maximize instructional time, students are expected to use the bathroom and/or visit their locker during the allotted passing periods. However, understanding that emergencies do happen, students will be given **5** hall passes each semester to use at their discretion. It is the sole responsibility of each student to keep track of their own hall passes, ***lost passes will not be replaced***. At the end of each semester, students can submit their unused hall passes for extra credit towards their final exam grade. Certainly, students with documented medical conditions are exempt from these guidelines and will handled on an individual basis. As per the school rules, **NO PASSES WILL BE SIGNED DURING THE FIRST AND LAST 10 MINUTES OF THE CLASS PERIOD.**
* **Conduct** Most importantly, students are expected to conduct themselves in a professional manner at all times. Points can be deducted from a student’s grade if they do not comply with the school and classroom rules and procedures; for continuously disrupting class; ***for unapproved cell phone usage***; for truancy, and/or tardy problems; for lack of participation and/or time off task. Based on the severity of the offense, the teacher reserves the right to respond accordingly with a deduction in points and/or disciplinary action.
* **Plagiarism: General dishonesty/Copying ANY portion of someone else’s homework, projects, assignments, quizzes, and/or exams, without giving credit will not be tolerated!** 
  + **ALL students involved: (Student(s) who copied and the student(s) who were copied off of) will receive a ZERO on the assignment, a referral to the discipline office, and a call to their parent/guardian**.

***Student & Family Contract***

***(To be printed, signed, and returned to Mrs. Smith)***

* **I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*print student name*), have read and understand the rules and procedures for my United States History Class and I will try my hardest to be successful. In addition, I will use the grade portal to check my grades for accuracy on a regular basis and I will contact Mrs. Smith if I have any questions and/or concerns about my grades and/or the material that we are covering, and/or if I am absent for an extended length of time, so that I may work in tandem with Mrs. Smith to take charge of my education.**

##### Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*print parent/guardian name*), have read and understand the rules and procedures for my child’s United States History Class. In addition, I will check my child’s grades regularly, using the parent portal, and I will do my best to encourage my child to try their hardest by completing their homework and assignments on time and to the best of their ability. Furthermore, I will also contact Mrs. Smith if I have any questions and/or concerns so that we may work in tandem to help educate my child.**

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**