**Civics Syllabus Mrs. Tamara Scott Room 123**

**Email: tamara\_scott@houmachristianschool.com   Web Page:** <http://tamarascott.wix.com/tamara-site>

My Google Class Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*It is the student’s responsibility to stay connected to Remind 101 for the duration of the school year.*

**Sophomore Remind Codes: Senior Remind Codes:**

10A (Regular) text @kgech8 to the number 81010 12A (Regular) text @86ddhh to the number 81010

10B (Honors) text @bea2964 to the number 81010 12B (Honors) text @722hha to the number 81010

**OFFICE HOURS / COMMUNICATION OUTSIDE OF SCHOOL:**

Questions or concerns that arise after school hours should be sent to me via email at [tamara\_scott@houmachristianschool.com](mailto:tamara_scott@houmachristianschool.com). Emails received after school hours will be answered by the end of the next business day.

**BINDER REQUIREMENTS**: You can organize your Civics binder into three sections using your dividers. These sections should be labeled as *Course Information, Bell Work, and Classwork*

**TEXT BOOKS**:  You will be assigned a personal textbook to bring to and from class daily. It is your responsibility to maintain the condition of the book.  Lost or damaged books will result in a book fee on your FACS account.

**STUDENT NOTES/CLASS PREPAREDNESS:**

You must ALWAYS bring the following items to class: textbook, printed notes, loose leaf paper, pencil/pen/highlighter.

You are responsible for logging into the class website/Google Classroom and printing your notes sheets for each unit. You will receive punish work, infractions, and finally office referrals for not having your supplies in class. If you do not have the note sheets, you must handwrite all notes presented.

**GOOGLE CLASSROOM EXPECTATIONS:** HCS will be using Google Classroom to facilitate the learning experience. You are REQUIRED to join Google Classroom for my class. Your class code is listed at the top of this syllabus. Please read the following expectations.

1. Check your Google Classroom Stream, Assignments, and Due Dates daily.
2. Schedules and due dates will be STRICTLY FOLLOWED. Late work will result in deductions. (detailed in Due Dates section)
3. You must turn in assignment or “Mark as Done” when you complete an assignment. (The icon will become gray.)
4. Use the “View Your Work” section to see a summary of all your assignments.
5. Follow all HCS protocols and rules for Google Classroom.

**OVER FLOW OPTION:** As per state mandate, we are keeping high school classes smaller during Phase 2 of Covid-19. This means that a few students may be pulled out into an overflow room where they will go through the school day with a live stream from the computer lab using Google Classroom. These students will get pulled out every week and a half to two weeks on a rotating basis. When you are part of the overflow group, you will still go to lunch and breaks at the same time as the rest of your class. **Mr. Jimmy has given these students permission to stay home when they are scheduled to be in the overflow room. It will be an excused absence as long as the student logs in at the start of the day via Google Classroom and “attends” and participates in all their scheduled classes for that day**

**TESTS:**

Each grading period, you will have the following grades: Unit tests, Quizzes (announced and unannounced), Homework/Classwork Assignments, Current Events at least 1 per grading period), and other assignments given at my discretion

**GRADING SCALE:**

The following grading scale will be used in World History. **A**=100 – 93%; **B**= 92–85%; **C**= 84–75 %; **D**= 74–67 %; **F**= 66 - 0%

**CLASSWORK:**Do NOT throw away your notes, worksheets, or study guides.  If you do so, you will be without needed study/reference materials for the midterm and final exam.All student work turned in must contain a proper MLA header.  Any work turned in without this be docked points. (See example below)

Whitney Himel

Mrs. Tamara

Civics

Date (Day Month Year)

**DUE DATES:**

Due dates are given well in advance. Therefore, late work will be docked 10 points daily (major assignments) or 10% daily (minor assignments). This policy also applies to virtual students. Any item not turned in at the start of class is automatically 1 day late.

* If you are absent on the day something is due, it still needs to be brought to the office or submitted via email on the due date.
* Any work submitted via email must be followed with a hard copy upon your return to school.
* Leaving work in your locker, at home, or in your vehicle is not an acceptable excuse.  Such work will be counted late.
* Any work that you fail to turn in will result in a “0” and detention.

**ABSENCES/MAKE-UP WORK:**

If you are absent, it is YOUR responsibility to make up work. Students are responsible and expected to make up all work. **All work must be made up within five days of returning to school.** Make-up tests will NOT be administered during class time.  Makeup tests may be taken during study hall and/or on Thursdays beginning at 2:15 in room 123.

* It is your responsibility to make-up your tests in a timely manner.  If you do not make up tests within two make-up sessions, your test will be lowered by a letter grade.   If you still do not make up the test, you will receive a “0” on that test

**Rules:** All rules and consequences found in the Houma Christian School student handbook apply in class.

1.  We will respect ourselves, our peers, and those in authority. 2.  We will be on time and have all needed materials.

3.  We will follow directions the first time they are given. 4.  We will be attentive and participate in class. No sleeping!

5. No heads on desks!  6.  We  will remain in dress code compliance at all times.

**HOME WORK:** Any incomplete homework assigned will be logged as a 0.  This means that not completing your homework makes you ineligible for exam exemptions.

Any student found to be copying homework from another student is in violation of the HCS cheating policy. Students copying or allowing other students to copy their work will receive a 0 on the assignment and will be subjected to disciplinary action.

**BONUS / EXTRA CREDIT POLICY:**

All students are given the same opportunities to earn bonus points.  No student will be given individualized extra credit as this is unfair to the rest of the class.

**PLAGIARISM:** Plagiarism is defined as “the practice of taking someone else's work or ideas and passing them off as one's own.”

The Council of Writing Program Administrators (WPA) states that academic plagiarism occurs “when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”

Plagiarism tend to occur most often in the following two scenarios:

1. “Submitting someone else’s text as one’s own or attempting to blur the line between one’s own ideas or words and those borrowed from another source”

2. “Carelessly or inadequately citing ideas and words borrowed from another source”

-<http://wpacouncil.org/positions/WPAplagiarism.pdf>

The following actions for plagiarism will be taken in accordance with the HCS handbook.

TESTS or MAJOR WRITING ASSIGNMENTS:

1. Student will receive a 40 F on the assignment for the 1st offense. The student will receive a 0 F on assignments for the 2nd offense.

2. The parents will be called by the administration.

3. If the student holds any sort of leadership position in a club, class, or is an athlete or cheerleader, the student may lose that position, but not removed from the club or team. Cheating is a violation of honor and leadership is a matter of honor.

4. Students caught cheating or forging will incur the following penalties:

1st offense - 1 day suspension

2nd offense - 2 day suspension

3rd offense - recommended expulsion

QUIZ or MINOR WRITING ASSIGNMENTS:

“If it is determined that a student has plagiarized and/or cheated on a quiz or minor writing assignments the following actions will be taken: 1. The student will receive an "F" on assignment. 2. The parents will be called. 3. Students caught cheating, forging, or plagiarizing on a quiz or minor writing assignments will incur the following penalties:

1st offense - Saturday School  2nd offense - Suspension

**What Now / Homework**

1. Student reads and signs entire syllabus.
2. Parent/Guardian reads and signs entire syllabus.
3. Student signs up for Remind 101.
   1. Parents are encouraged to sign up as well.
4. Student enrolls in Google Classroom.
5. Once ALL these steps are complete, student will take a picture of this signed page and attach it to the Google Classroom Assignment called Syllabus Completion. Do NOT attached it as a comment under the assignment. Be sure to click “Turn in”.

\*\*\*\*THESE STEPS ARE DUE BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Syllabus and Classroom Procedure Contract -  Mrs. Tamara Scott**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE TO STUDENTS:** By signing this contract, you are acknowledging that you have received and read all part of the syllabus, including the plagiarism statement and consequences.  This fully signed contract must be returned at the next class meeting. It will count as your first homework assignment.

**NOTE TO PARENTS**:  If you need to get in touch with me, email is the best method.   Monday through Friday, I check my email daily, and on the weekends, I will check my email at least once.  My school email address is [tamara\_scott@houmachristainschool.com](mailto:tamara_scott@houmachristainschool.com)

I look forward to getting to know your student and helping them achieve their goals!