

## AP Language- Classroom Policies Mr. Nunes

- Purpose of Course:**
- To prepare students for college level writing
  - To instruct students in basic expository writing
  - To prepare students to pass the AP Exam
  - To fulfill OHS Junior English requirement

**Method of Delivery:** Assignments and information will be given through **Google Classroom**. You should check Google Classroom daily. If you need to contact your teacher, email is best.

**Zoom:** All class meetings will be hosted through Zoom. The times, links, and passwords are posted below. Please see the Viking Expectations chart on the last page for details on norms for our meetings.

- **Note that some Zoom sessions will be recorded, but only the teacher and his screen. Students will not be recorded. These videos might be posted online (password protected), but will only be viewable by the class.**
- **Students and parents ARE NOT allowed to record Zoom meetings without permission from the teacher.**

**Required Texts:** Non-fiction essays, letters, speeches supplied by the teacher

### **Distance Learning “Rules”:**

- It is recommended that your camera is ON during the entire class period.
  - If you cannot/do not want your camera on, you must notify your teacher
  - Be aware of your surroundings (backgrounds/etc). Dress appropriately.
- You must use your first and last name as your user name.
- Mute your microphone unless you are speaking.
- Chats are monitored -- even private chats between students

### **Distance Learning Expectations**

- Respect your fellow students by participating in group discussions.
- Do not talk when someone else is speaking: listen to understand.
- Recognize different perspectives.
- Engage by asking questions. “The answer” is **not** the point; your ability to think **is** the point.

### **Procedures**

- Attendance will be taken EACH day (online or “live” in class) at the beginning and end of the period.
- Homework assignments are due at the *beginning* of the class.
- Absences are your responsibility; work is posted each day on Google Classroom.. **You have the same number of days missed to complete the work.** Check with your teachers if you do not understand an assignment or a concept that you missed due to absence.
  - Note: The AP test requires you to write THREE college-level essays in two hours. Learning to do timed writing is therefore a KEY target for the class. Fridays are designated essay days. If you miss a Friday, you will need to make up the essay. You may have a different prompt. Check with the teacher via email or Zoom for instructions on how to make up missed Friday essays.

### **Supplies: These should be with you each day and beside your online workspace**

- AP Packet distributed during Viking Voyage days (these documents will also be posted in Google Classroom under “Resources)
- Notebook or binder paper. You will be asked to handwrite and take screenshots of some work.
- Pens—use blue or black ink. (Additional colors are good for annotating)
- Highlighters (4 colors).

## Grading

This AP course is approved by the College Board; it is a rigorous course designed to prepare students to pass the AP Language Exam. The final course grade is weighted as an indicator of the rigor required. Because of this, the grade you earn in this class is a “weighted” grade. An “A” in this class is worth more in terms of grade points than an “A” in a College Prep class. The “A” here is also a more difficult standard. Do not expect an A merely for completing work and being conscientious. If you earned a B- or lower grade in a College Prep class, this class is NOT the class for you.

Your grade in this class comes primarily from your writing and assessments.

Grades are weighted as follows:

65%=Writing/Assessments (Summative Assessments)

35%=Assignments (Formative Assessments, Checks for Understanding, Practice)

**\*I do NOT round grades. Please don't ask.**

## Absences and Late Work:

Regular attendance during online instruction is important to your grade. Class and group discussions cannot be recreated in make-up work; missing these will make your writing tasks more difficult. Students who frequently miss online instruction will be referred to administration.

- I will post daily agendas and work in Google Classroom. Please check these daily.
- If you are absent on a quiz/test day, please contact me to schedule a time to make it up.
- Late assignments will receive a maximum of 70% credit and will be accepted for credit up until 1 week after the assignment was originally due.

Writing scores are an important basis for final course grades. Two kinds of writing will apply—timed essays and process papers. Timed writings will be graded using a rubric designed by the College Board...this is the same evaluation scale that will be used to score student essays on the AP Language and Composition Exam. Often, students will write 3 timed essays, score and discuss those essays then choose the best of the 3 essays for a final grade on the essay packet. Take-home essays will be graded based on adherence to the assignment requirements, the assigned writing strategy and the development, voice and style of the writer. Students should expect to have their essays read and discussed by the teacher and by others in the class.

## Academic Honesty (from OHS Student Handbook)

Oakmont High School has a commitment to academic honesty. The Viking Expectation of Integrity affirms that we believe in the intrinsic value of learning, and that we therefore demand personal integrity and intellectual honesty in all academic work and related interactions.

**Plagiarism** is defined as using another person's words, pictures, charts, or ideas without properly giving that person credit. Using another person's intellectual property without citation is theft. At Oakmont High School, students are taught how to use the ideas of others as evidence to develop their thoughts, not as a substitution for their own ideas. Students are taught that plagiarism will not be accepted.

There are three types of plagiarism:

- Direct copying of material without proper citation. This includes cutting and pasting from websites and copying directly from a book.
- Use of large segments (sentences or even phrases) of un-cited, copied wording mixed in with your own words.
- Relying heavily on a source instead of using the ideas in the source to establish your own thoughts.

**Collusion** is defined as a secret agreement between two parties to commit a fraudulent act; therefore supporting the academically dishonest behavior of another student. This could include allowing one's homework or an assignment to be copied or submitted for assessment by another student or sharing answers to a test. This includes work completed in previous years. An example of collusion is the sharing of work between siblings in different year levels.

In a composition course like AP Language, you are here to improve your writing. This means that the writing must be yours and you must learn how to improve it through revision. Strong writing skills are the foundation for much of the work you will do in college and beyond. Your essays will be submitted to plagiarism software to ensure that the work is your own and that you have properly cited sources.

**Any infraction of academic honesty in this class is a serious violation and will be dealt with as such.**

**Student Assistance**

- I am available to help students and I encourage writing conferences. Please **see me to arrange time for extra help** if there is something you don't understand or if there is something you would like to work on.
- Always EMAIL if you need help. Sometimes your question can be answered via email. But we can also arrange a one-on-one or small group Zoom meeting for more complicated questions. We are here for you!!

**VIKING EXPECTATIONS**

Viking Expectations	choose respect	be responsible	have integrity	actively engage
<p><b>EXPECTED STUDENT BEHAVIOR IN OUR DIGITAL CLASSROOM</b></p>	<p>I record all Zoom sessions so that students can access later. Be mindful of this as you choose your on-camera behaviors.</p> <p>Use appropriate language and tone with everyone</p> <p>Respect others' personal experiences and perspectives.</p> <p>Try to reduce distractions before logging in.</p>	<p>Arrive a few minutes early to the start time.</p> <p>Keep yourself muted until it is time for you to talk and participate. You may also use the chat to ask questions.</p> <p>Be present - physically and mentally. Please leave your camera on.</p> <p>Take an active, positive role in classroom discussions.</p>	<p>Use only your first and last name for screen names.</p> <p>Be mindful of others' feelings, opinions, and experiences</p> <p>Complete assignments on your own. If you are struggling or need extra time, come talk to me before you copy off a classmate. See the above Academic Dishonesty policy.</p> <p>Do not share quiz or test information with other classes</p>	<p>Attendance is important for your learning. Log-in and attend all scheduled class meetings.</p> <p>Let me know if you will be absent. Make up assigned work when you miss a class.</p> <p>When you are in breakout groups, stay focused on the questions and participate fully.</p> <p><b>Participation in whole-group and breakout discussions will be graded.</b></p>
<p><b>Classroom Routine/Behavioral Expectations</b></p>				
<p><b>Entering the Classroom</b></p>	<ul style="list-style-type: none"> <li>• Arrive a few minutes early to the start time to prepare yourself for class.</li> <li>• Make sure your camera is on and that you are muted.</li> <li>• Complete the warm-up assignment.</li> </ul>			

<p><b>Working in Break-out Groups</b></p>	<ul style="list-style-type: none"> <li>● In breakout groups, be a partner that contributes equally.</li> <li>● Respect others' perspectives, thoughts, and feelings. This class deals with current events and can get controversial!</li> <li>● Remain on task. When your group is finished with the task, wait patiently to be brought back to the whole group.</li> </ul>
<p><b>Technology Use</b></p>	<ul style="list-style-type: none"> <li>● Use only your first and last names as screen names.</li> <li>● Keep your backgrounds simple so they don't distract from our conversations.</li> <li>● Have your device fully charged or plugged in before class.</li> <li>● Know that all chats, public and private, can be seen by your teacher.</li> </ul>
<p><b>Asking for Help</b></p>	<ul style="list-style-type: none"> <li>● Ask questions. Feel free to email me, but know that I try not to check my school email past 6PM. I will get back to you as soon as I can and no later than 24 hours.</li> <li>● Email me if you are absent so we can make sure you catch up.</li> </ul>
<p><b>End of Class</b></p>	<ul style="list-style-type: none"> <li>● Class will typically end with a (graded) exit ticket. Please don't leave the Zoom until dismissed. I will hang out at the end of every class for questions.</li> </ul>

**Participation/Professionalism:**

All Health Academy students are expected to follow the principles of the Academy and Oakmont High School's Viking Expectations. Both the Academy principles and Viking Expectations ask students to act in a professional manner in the classroom and in the community.

**Health Careers Academy Principles**

- DO NO HARM**
- KNOW ME AS A PERSON**
- COMMUNICATE WITH ME**
- EMPOWER ME**
- SUPPORT ME**
- WORK TOGETHER AS A TEAM**