**AMERICAN STUDIES**

**Mrs. Wendi Cox and Mrs. Marissa Chavez**

**Room C243**

**Daily office hours:**

7:30am-7:55 a.m. in F204 (Cox) or C226 (Chavez)

Academic Lab, 2:42pm-3:30 p.m. in F204

**Voice mail:**

Chavez: 759-8449 x.58013

Cox: 759-8449 x.58004

**Email:**

Chavez: **mchavez@tempeunion.org**

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**Website:**

[**coxweb.weebly.com/**](http://coxweb.weebly.com/)

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Welcome back Juniors! Let us take this opportunity to officially welcome you to our classroom. We are greatly looking forward to helping you learn about America’s past and present through the combination of literature and history.

Keep in mind: this class is a *privilege* and will be treated as such at all times. The pace of the class will move quickly, so please keep us apprised of anything that will help us to help you! Communication is an *essential* part to any successful relationship and can make or break your Junior year. Feel free to contact us at any time and we will respond as soon as possible.

**ATTENDANCE AND MAKEUP WORK:**

Students are expected to be in class every class meeting, on time and prepared. You can and will be dropped for exceeding the allotted number of absences. Should a student *choose* to be absent, the following policy will be enforced:

**Excused Absences**: Students will turn in previously assigned work no later than the next scheduled class meeting following their return. Newly assigned work will be turned in no later than the following scheduled class meeting. We meet every day; class work is due upon your arrival back.

**Special Assignments:** All AIMS and/or special assignments will be turned in on the assigned due date for **full credit**. In the case of an **excused absence only**, the work is due on the **date of return**, regardless of next scheduled class meeting, for **half credit**. If turned in beyond the date of return, the assignment will receive a **zero**.

\* Cases of extreme emergency or extended illness will be handled on a case-by-case basis*.*

**Unexcused Absences:** Students will be accountable for information missed. School policy recommends that no credit be given. \*This includes special and/or AIMS assignments.

**Presentations:** American Studies is dependent upon group projects and presentations. If you are absent the day you signed up for a presentation, either individual or group related, and you did not prearrange the absence with us, you will take a **ZERO** for the assignment. Groups must be prepared to present on their assigned date even if one or more members are absent.

**Late Work:** All work is due at the beginning of class when we collect it. You are responsible for hearing the announcement. If you turn your work in at the end of class, you will only receive half credit. If you choose to not turn in an assignment, you can turn it in the following day for half credit only.

**TARDIES AND ABSENCES:**

All school policies regarding attendance and sweep will be enforced. You will be sent to sweep if you are not in class when the final bell rings. Assignments due that day are still due by the end of the school day to Mrs. Cox’s desk in the English office.

**ACADEMIC LAB:**

Academic Lab should be treated as office hours, like you would see in college. This time is meant to allow you to get extra help from us on assignments and to make up any test or quiz you may have missed.

**ELECTRONIC DEVICES:**

All school policies regarding cell phones and electronic devices will be followed. We reserve the right to confiscate any device that interrupts the learning process the **FIRST TIME**. Warnings will not be given. Should we **HEAR** or **SEE** them (yes, this includes text messaging!) at any time during the process of a lesson or presentation we will confiscate them immediately, take them down to the proper administrator, and a referral will be written.

**GRADING:**

**Grading System Assignment Categories**

100 – 90% = A Composition – 30%

89 – 80% = B Tests/Quizzes – 30%

79 – 70% = C Homework/Classwork – 30%

69 – 60% = D Engagement – 10%

59% and below = F

# Semester grades:

Each quarter is worth 40% and the final exam is worth 20% of your semester grade.

**Student Engagement:** Student engagement is made up of attendance, personal responsibility, preparedness with class texts and materials, participation in classroom discussions, complete work in a timely manner, and appropriate classroom behavior. These activities will comprise 10% of the student’s grade. Students will be responsible for self-assessment of his or her engagement grade and will have an opportunity to impact half of the engagement grade.

**MATERIALS NEEDED AT EACH CLASS MEETING:**

Every assignment will lead up to the final exam at the end of each semester, so keeping everything is essential to your success. Please come prepared to each class with pens, pencils, paper, and any books or other materials needed for the current unit. Failure to have these items will affect your engagement grade.

**ASSIGNMENT PREPARATION:**

Assignments should:

* Be turned in on time, when requested. Otherwise they are late, and 50% off.
* Be professionally presented – meaning no frayed edges, crumpled or folded up papers, sloppy, last minute work.
* Always have your name, date, period, and title.
* Be composed in complete sentences (unless otherwise notified) with proper spelling and grammar (yes, spelling counts – for both English and History assignments!)

**PASSES:**

Should you need to leave the classroom for any reason, please raise your hand and ask politely. Keep in mind, though, that using the pass is a privilege and can be revoked at any time. If we see that you are abusing your pass privilege, then you will no longer be allowed to leave the classroom until further notice.

**PLAGIARISM/CHEATING:**

This is a serious issue and will be dealt with severely. According to the New Webster’s Dictionary to commit plagiarism is **“to use and pass off someone else’s ideas, inventions, writings, etc. as one’s own…”** Whether work is stolen, given, or bought, the punishment for plagiarism is a **ZERO** on the assignment, a parent phone call, and a referral. Simplified: If you copy anything, you will fail the assignment. If your work has been copied, you will also receive a ZERO. If this crime is committed twice you will fail this class in its entirety. **Plagiarism rules and expectations also apply to the History assignments.**

Again, we look forward to working with you this year! Be sure to contact us with any questions you may have throughout the year.

Fondly,

Mrs. Cox and Mrs. Chavez

# Please detach, sign, and submit this page

# to Ms. Cox and Mrs. Chavez by \_\_\_\_\_\_\_\_\_\_.

**(NOTE: THIS IS WORTH 5 POINTS)**

# *Guidelines for American Studies*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_3/4\_\_

 (Student Name) (Period)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Signature), understand the above guidelines and the consequences to which I will be subject for not following these guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian Signature)

\_\_\_\_\_\_\_\_\_\_\_ (Date)

Do you have a computer and internet access at home? \_\_\_\_\_\_\_\_\_\_

Do you have any specific seating needs due to vision, etc? Please explain if so: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My E-mail Address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_