

Rules & Expectations

All students will achieve their maximum potential by becoming responsible, productive citizens and life-long learners.



2020-2021 Civics

Congratulations! I am honored that you have decided to take Civics. Your first assignment is to read the rules and expectations very carefully and decide if this is the proper course for you. If you are uncertain as to whether or not you are in the correct place, get in contact with me so we can discuss it.

The following is a list of the most important class rules. Please understand that it is impossible to write out every rule for this class. Additionally, some of the more obvious items, such as being quiet and respecting each other, have not been specifically written out since this type of behavior is expected at all times. Therefore, throughout the year situations may occur that are not covered below. In these instances appropriate action will be taken on a case-by-case basis. Also, any and all necessary modifications will be made for those students with additional needs as specifically stated in their 504 or Individual Education Plans. Finally, please understand due to COVID-19 this is a unique year. Despite the careful consideration I've put into developing this course, we may all have to be a little flexible and accept change midstream if necessary.

COURSE DESCRIPTION

Civics will explore the origins and function of the government system at the local, state, and federal level. The course will examine how the United States Government provides a blueprint for the three branches of our federal government and will assist in the development of student role as constructive citizen. The course will highlight the study of the basic characteristics of civic responsibility.

Throughout the course the student will be working on a Civic Participation project that will incorporate course content.

CLASSROOM PROCEDURES

Students are expected to be on time for class and ready to work, whether it be online or in person. Anyone arriving late without a pass or valid excuse will be assigned an after-school detention. For both

online and in-person classes, cell phones should be put away and not in view. There are no exceptions to this rule. When meeting in person there will usually be a brief PowerPoint presentation playing on the overhead screen in front of the class. It will list instructions for class assignments. Therefore, students are expected to immediately get to work and not wait for a prompt from the teacher.

The link for our Monday online sessions through Google Meet can be found in the heading of our Google Classroom web page. This link will not be visible except on Mondays.

REQUIRED MATERIALS

A notebook, planner, pen or pencil, and charged Chromebook computer must be brought to every class. There will not be a textbook for this class.

Instead, most readings will be posted online and often through iCivics. You will be required to register for this class through iCivics. Your notebook **must** be a three-ring binder with built in pocket folders. It must be used exclusively for this class. (I do not want to see work for other classes mixed in with it.) It should be filled with lined composition paper. It is **not** permissible to substitute this by putting a spiral notebook in the binder. In an attempt to help you stay organized, most handouts will be three-hole punched so you can keep them together with the notes in the binder.

HOMEWORK

Homework is not busy work; it is intended to supplement or reinforce information presented in class. Please take all assignments seriously and complete them on time. In the past I found that there is a strong correlation (connection) between homework and grades; those students who regularly complete the homework have good grades.

This year, due to COVID-19 we will incorporate the flipped classroom model, meaning you will have to watch a video, take notes, complete a reading, etc. prior to the next class for it to run smoothly, efficiently, and effectively. The table below is the schedule we will follow on a regular basis (unless otherwise changed due to a holiday, professional development, or unforeseen event).

Assignment schedule

Cohort A (Tues. & Wed.)	<ul style="list-style-type: none"> • Regular homework can be due at any point throughout the week • Remote learning assignments will be posted Wednesday and DUE by Sunday evening (5 pm). This is the work that is supposed to be completed on your remote learning days.
Cohort B (Thur. & Fri.)	<ul style="list-style-type: none"> • Regular homework can be due at any point throughout the week • Remote learning assignments will be posted Friday and DUE by Wednesday evening (5 pm). This is the work that is supposed to be completed on your remote learning days.
<p>Virtual work is supposed to be completed on your virtual days, however as you can see from the table above, I have allowed for extra time to complete these assignments. Therefore, do not procrastinate. If you do and something goes wrong, accept responsibility for your actions.</p>	

Homework assignments are expected to be completed on time. In most instances late homework will not be accepted, however for online assignments students will have one extra hour to submit their assignment for late credit. Ten points will be deducted for lateness. Anyone absent on the day homework is due must hand in the assignment upon returning to school. (Students too ill to complete the work must have their parents send in a brief note and I will allow extra time for the assignment.)

The late rule is different for major projects. Major projects are long-term assignments requiring extensive research and work. Projects may be completed up to two days late, however ten points will be deducted for each late day. No projects will be accepted after two late days.

Be forewarned, I do not let students make up missing work or do extra credit at the end of the quarter.

ONLINE SESSIONS

For our online sessions, students are expected to abide by the rules and expectations outlined in the *Remote Learning Handbook*. As stated previously, the link for these Monday sessions will be in the heading of our Google Classroom page. As noted in the *Handbook*, among other things, during these remote sessions students will be expected to have their video active so I can see everyone. Their sound should be muted and no computer-generated backgrounds. Their video window should have their first and last name. Students are expected to be dressed appropriately for class and their cell phones should be out of reach and view. Finally, no recording of sessions.

The same expectations apply to our online extra-help sessions.

ABSENCES

I know this may be difficult for some to accept, but we do go on with class when you are absent. Therefore, students are responsible for making up all missed work when not in class. When absent do the following:

- First, check my website (<http://www.rcensabella.net>) or Google Classroom to see what was missed and download any important handouts distributed in class. Additionally, make note of upcoming homework assignments or quizzes. Since students will have access to most classwork and homework online, there should be no problem staying abreast of the work when absent from class.
- Have a class buddy, someone who is trustworthy and conscientious about school work, to contact for additional information if needed.
- Check in with me during extra help to get caught up on what was missed. (*Do not ask me during class time about what was missed.*)

Please keep in mind that since I have invested my time to maintain an updated website listing classwork and homework assignments, and since the school has

invested funding in securing computers, students will be held accountable for staying abreast of what we are doing in class when absent.

If removed from school for an extended personal vacation, see me ahead of time regarding the assignments that will be missed and expect to be held accountable for this work immediately upon returning to school. In other words, I expect students to work over their “vacation” and be ready shortly after returning to school.

LAVATORY POLICY

Students are permitted to leave class and use the lavatory so long as they have placed their cell phone on the table by my desk. This rule is in place in an attempt to cut down on the number of students meeting up to vape in the school restrooms. I will say “no” to those students making a habit of this. (Exceptions will be made for anyone with a medical excuse.) *At this point the following is uncertain:* They must neatly write their name and time on the lav. sign-out sheet. Lavatory privileges will be revoked upon failing to accurately follow this rule. Additionally, as per school policy, no student will be permitted to use the lavatory immediately prior to and after lunch and during the first and last ten minutes of class.

CHEATING

Cheating or plagiarism will result in a zero for the assignment, a notification sent to the office, and a parent conference. See the student handbook for additional information about this topic.

EXTRA HELP

Unless otherwise noted, extra help will be available after school online through Google Meet every Tuesday and Thursday from 3:15-4:00. (This link will be posted in Google Classroom in the near future.) In this class students are expected to take responsibility for their work and actively initiate and seek out extra help when necessary. If in doubt or confused, check

in with me. I guarantee that the time invested with me for extra help will be well worth the effort.

FINAL GRADES

The final grade for each quarter will be computed using the following items:

- All quizzes, homework, and classwork assignments, tests, and projects will be averaged together and count for 80% of the quarter grade. Items which require extensive work will count multiple times. For example, a comprehensive test or project will most likely be counted three or four times in the Portal.
- Class participation will count for 20% of the quarter grade.

Due to COVID-19 we will most likely not have a final exam. (Since this is a semester class there isn't a midterm.) Therefore, the final grade for the course will likely be determined by averaging the grades for both quarters.

NOTIFICATION ABOUT GRADES

Grades will be posted online approximately every two weeks. Near the beginning of the year parents will receive information about the Portal and will have the opportunity to get instant email notification upon the posting of new grades. Any parent or student who did not receive information about this should contact the guidance department for a username and password to establish an account. It is strongly recommended that all families participate in this program.

In an attempt to help save the school district money, all progress reports, including the midterm progress report, will be submitted online through the Portal. If this is a problem please contact our guidance department.

Since I am taking the time to post grades through the Portal on a regular basis, parents will have

continuous access their child's overall average for the quarter. Given this, I most likely will not call home if your son or daughter is failing the class. Therefore, I strongly encourage parents and students to carefully monitor their grade on the Portal.

CONTACTING ME

Please feel free to contact me by phone (336-7272 ext. 62528) if you have any concerns or questions. In the past most parents and students have found it more convenient to reach me by email at **censabellar@seekonkschools.org** Furthermore, a brief description of coursework and homework assignments will be listed on my website, which will be updated once a week (usually Sunday evenings). The URL for my website is **<http://www.rcensabella.net>**. It can also be accessed via the school website at: **<http://shs.seekonk.sharpschool.com/>** (select the link for the social studies department and then the link for my name on the lefthand side of the page). *In the past many students and parents have found this to be an incredibly helpful resource!*

Periodic updates and reminders will be posted via text messages. I plan to use this for notifications about website updates, grade postings on the Portal, and reminders about due dates for important projects and tests. I will utilize the text service provided through Remind. As per the policy of this service, I will not have access to anyone's phone number. Further information about how to sign up for this service will be provided on my website. I strongly encourage parents and students to take advantage of this service. I promise that I will limit the amount of messages - generally no more than once or twice a week.

Civics - Seekonk High School

I have read and understand all of the above-stated rules and expectations for this class.

Student name (Please print): _____

Student Signature: _____

Parent/Guardian Signature: _____

Please Check the Appropriate Box Below

I have Internet access in my home or via a mobile device

I do not have easy access to the Internet

I have book marked or saved your webpage as a favorite on my internet browser

Yes

No