# Ms. Manz AP Psychology Fall 2014

## CLASSROOM BEHAVIOR EXPECTATIONS

1. Students should be in class, **seated** and ready to begin when the bell rings. If you arrive after the bell rings you are considered late for class. Be prepared to work with notebooks open and pens/pencils out. Three tardies to class will result in a detention, so make an effort to be on time

2. Students will demonstrate respect and courtesy for themselves and others while in the classroom. This means that students will not laugh or make fun of the answers of others, will respect the questions asked by others and will use appropriate language.

3. We have a lot of information to cover and when you are speaking to another, you are disrupting the learning of not only the student you are speaking to, but those around you as well. Please refrain from chatting with your friends about personal issues.

4. If you are late to class, you should enter quietly (have any assignments out before you come into class) and place any assignments and late notes on MY desk. You should take your seat immediately and take your notebook out. You should raise your hand to find out where we are, not disturb other students.

5. If you do not agree with a grade that you received, know that we can discuss it later and that attempting to discuss it during class is inappropriate. I am open to listening to your concerns about a grade you have received and you have the right to ask why you received a certain grade, but please make sure you do it in a mature manner, that is, do not behave in a disrespectful fashion.

6. As you know, school policy states that you are not to have any food or drink during class. Please do not violate this policy. If you require a drink during class, please ask to be excused to the water fountain.

7. Writing on desks/walls is prohibited. Voorhees High School would like to maintain a clean, graffiti-free atmosphere, so please adhere to this rule.

8. Three tardies will result in a detention, so please be sure to make your best effort to be on time. You should take all of the books you need with you if you know that time will not permit you stop at your locker.

9. If you miss class because you are with an administrator or some other school personnel, do not ask if you need a pass because the answer is YES. You should know that when you enter a class and say you were with a Voorhees staff member, the lack of a note constitutes a cut (or a late if you are late). Please note that after 20 minutes it is considered an absence for class.

10. **Cell phones:** As you know, we have a policy prohibiting the use of cell phones in class that requires me to take the cell phone from you so please have them shut off before you come to class (vibrating phones are also a distraction). Now that our policy states you can use them in the hallways, there is no reason to use them in the classroom unless specifically given permission.

## CLASSWORK EXPECTATIONS

1. It is expected that you will be on task during class activities. You will usually see me giving grades in my book, so please by diligent with your work.

2. It is expected that you will give your fullest effort during class time, as it is your learning that is essential.

3. I do give grades during classwork assignments, videos, debates, etc.

4. All work done in class should be done in **blue** or **black** in. Work done in other ink (unless otherwise specified) will not be accepted. It is expected that you will be prepared with pens and a notebook.

5. If you are absent from class, it is expected that you make up any work with me and get the notes from others (you should check two other sets of notes). This is **YOUR** responsibility. **HOWEVER, IF YOU CUT CLASS THE DAY OF A GRADED CLASS ASSIGNMENT, YOU WILL RECEIVE A ZERO FOR THAT DAY.**

## HOMEWORK EXPECTATIONS

## 1. Homework is due the day specified unless otherwise noted. As a department policy, if you hand in your assignment 1 day late, you can score nothing higher than 50% of the value of the assignment. After 1 day late, you will receive a zero; please do not give me an assignment that is more than 1 day late. If you were absent during the previous class (except for trips and other absences from class only, in which, again, you should turn in the assignment before you go on the trip, participate in an activity or go home) please note that you were absent on the top of the assignment.

## 2. Please keep in mind that the school policy regarding how many days you have to make up work applies to being absent when an assignment was GIVEN, not when it was due. Therefore, if you are absent the day something is due, it is expected that you will turn it in the very next day – this applies to absences from school all day, not an in-school field trip or a trip in which you leave school early or return from the trip early. In those cases, it is expected that you will turn in the assignment on the due date when the trip returns or before you leave.

3. All reading and associated assignments should be completed the night before. It is inappropriate to complete assignments during class; therefore, you should refrain from doing so. **Please note that if you forget your homework in your locker, you may not go to your locker and retrieve the assignment during class and it will be marked late.**

4. All written work for which you have had more than one day’s notice is to be **typed.** You should not hand in any major paper that has not been typed, especially those that have been assigned with a fair amount of advanced notice. You should begin assignments in a timely fashion to avoid the problem of not finishing in a timely fashion. **Assignments that include more than one page need to be STAPLED!!!**

5. You should, under **no circumstances**, ask to print your work out during class; it should be done **before** class. You should not bring me notes from your parent/guardian regarding the reason that you do not have a homework assignment or why it is not typed. Broken printers, computer crashes, etc., are **NOT** acceptable. Save your work periodically and place the information on a disk so you can print it out at the school.

6. All homework not required to be typed should be in **blue** or **black** ink. Work done in colored pens will not be accepted and must be turned in during the next class and will be marked late.

7. All homework assignments are to be turned in at the beginning of class. If you are late, you should have the homework in your hand as you enter class and should leave it on my desk. If you hand in homework at the end of class or after class, it will be considered late. If you ask to go to the bathroom or nurse at the time that homework is collected, **it is your responsibility to hand it in when you return**.

8. If you are absent from class, but are in school (such as school trips, guidance, etc.), you are expected to bring any assignments to me during that school day. If you do not turn it in during the school day in which the assignment is due, it will be considered late. **However, if you cut class the day the assignment or project is due, you will receive a zero for that assignment.**

9. If you are absent from class, you are to e-mail me that night regarding any assignments you have missed. The e-mail address is: kmanz@nhvweb.net. Any assignment that was due on the day you were absent (from school, not class) should be given to me the very next day. Failure to do so will mean that the assignment is late. **Please note: even though you e-mail me the assignment, it will simply be noted that the assignment is done. I will not be responsible for printing your work. You need to print it yourself at school before class OR e-mail it to a friend to print.**

10. If you wait until the last minute to do an assignment and e-mail me the day before with a question, there is **NO** guarantee that I will receive and be able to answer your e-mail. You are responsible for beginning your work in a timely fashion so this does not occur. You are still responsible for getting your assignment in on time.

11. If you are absent from class (except for trips), you are allowed **ONE** day for **EACH** day you are absent to make up the work. **THIS ONLY APPLIES TO HOMEWORK ASSIGNMENTS GIVEN OUT WHILE YOU ARE ABSENT. IF THERE WAS AN ASSIGNMENT GIVEN OUT PRIOR TO YOUR ABSENCE, YOU ARE EXPECTED TO HAVE IT COMPLETED UPON YOUR RETURN.** Do not abuse this, or you will receive a zero for each assignment that is late. Those with extended absences should see me about making up work.

12. It is **YOUR** responsibility to know when assignments are due. You should not rely on your memory so it is strongly suggested that you write your information down in a homework book or keep your calendar handy. You might want to make a copy of your calendar to keep one at home and one at school.

13. If you are confused about an assignment, please do not hesitate to come see me after school or e-mail me. Do not come to me the next day and inform me that you were confused. It will be too late.

14. Students with extended absences should meet with me and arrange a schedule to make up the missed work.

15. **PLAGIARISM** is prohibited. Any assignment or project that is plagiarized in any way, shape or form will receive a zero. Plagiarism involves copying the work of another author, copying verbatim a passage of more than three words and failing to use both quotation marks and footnotes/citations, failing to acknowledge another’s work with the use of a footnote or citation. A zero will be the result of plagiarism and further administrative discipline may be necessary.

16. Students who turn in assignments that are copied will receive zeros for that assignment. **THIS PERTAINS TO ANY AND ALL STUDENTS INVOLVED WHETHER YOU ARE THE PERSON WHO COPIED OR ALLOWED YOUR WORK TO BE COPIED.**

## TESTS/QUIZ EXPECTATIONS

1. Students will have all tests and some quizzes announced in advance. Tests are usually announced one week in advance, however, quizzes are usually unannounced as most quizzes are reading quizzes. R**eading quizzes** associated with the readings that may be given each day that an assignment is due. Since you are allowed to use your notes, (for reading quizzes ONLY), these quizzes will not be announced. It is expected that you will come to class prepared to take all tests and quizzes. Please do not ask me to take the test at another time because you did not study. It is **YOUR** responsibility to study for a test/quiz.

2. Please do not tell me that you cannot take the test because you were absent during the course of teaching the material covered. The only exception to this will be if there is any material covered the day before a test and you were absent on **THAT** day (or those with extended absences). However, since tests/quizzes are announced ahead of time, you should e-mail me to determine if there was any new information presented that day.

3. Tests/quizzes should be made up in a timely fashion. If you make them up within **2** days of the original test, you will receive a similar test as the rest of the class. If you wait to make up the test, you will receive a very different version that will be more difficult because you have had more time to study. However, if the test is not made up within **ONE WEEK** of the original test day (with long medical absences as the exception), **then you will receive a zero**. The optimal thing to do is to be in class the day of a test.

4. If you cut class the day of a test, **YOU WILL RECEIVE A ZERO, NO EXCEPTIONS!!!!**

5. When you are finished with your test, you are **NOT** to talk to others. Once your test is collected, you may then work on other assignments or read a book. Talking during the course of a test, with the exception of asking me a question, will be subject to offenders receiving a zero.

6. Please make sure that you mark your tests clearly (especially matching and multiple choice questions). If there is an ambiguous answer given, it will be marked as incorrect.

7. If you walk in late to a class, you will only be asked to turn in your exam when the last person who was on time to class turns in their exam. Remember, you know about exams ahead of time, therefore, you should plan on getting to class in a timely fashion. Exceptions to this are late passes from administrators who requested to see you.

## GRADING CRITERIA

Classwork assignments will be worth 10 points each unless otherwise noted.

Reading quizzes will be worth various points depending on how many questions are on the quiz.

Homework assignments will be worth 20 points each unless otherwise noted.

Reaction papers will be worth 50 points each unless otherwise noted.

Tests/projects will be worth the number of points commensurate with difficulty and number of questions on the particular exam/project

Participation grades will be assigned during assignments and an overall participation grade will be given at the end of each marking period. This grade can make a difference – and so should you!!!

To determine your grade, you will simply add up the number of points that were possible. Then, you will add up the number of points you actually received. Then, divide the number of points you earned by the number of points possible and multiply by 100. This will give you your earned total. Example: If you earned 950 points out of a total of 1000 points, you would earn a 95 for the marking period. **You have the right to know/discuss your grade at any time during the semester, however, you need to make an appointment to come after school to see your grade as I do not generally take class time to give out grades. You would be best served by keeping all of your work, then you will have a pretty good idea of where you stand. \*\***

Grades will be determined by the use of a cumulative point system, which will be converted to a letter grade. See student handbook regarding how number grades translate into letter grades.

**YOU NEED TO KEEP THIS PACKET IN YOUR NOTEBOOK OR BINDER UNTIL THE END OF THE YEAR. THIS PACKET WILL BE YOUR REFERENCE GUIDE TO THIS CLASS.**