

Class Guidelines for Success 2025/2026- English I-Mrs. Bowman

As a class, during the first couple of class periods, we discuss and write about "success." We look at success from a lifetime perspective, a high school perspective, and finally a classroom perspective. After this the class breaks into groups and writes norms/guidelines for the class that they believe to be necessary for all students to achieve success at their desired level. We then share and discuss out loud, with me taking notes, and students taking their own notes. After we reach consensus on guidelines from the student's perspective, I add guidelines from the teacher's perspective for the class to add to their list. They are as follows:

1. **ALWAYS read and utilize everything on Google Classroom.** You are responsible to know and implement all information and resources. **Create a 9th grade English folder in your Google Drive, and save all English work, resources and documents. No late work is accepted for credit** (unless a note is brought in on the day it is due from a parent). Major assignments given in advance (reading, essays, research papers, projects, etc.) must be turned in/completed at the beginning of the class when it is due, even if the student is absent.
2. If you are going to be absent or leave class early due to a school athletic event, outside school activity, field trip, etc., it is your responsibility to take any scheduled tests and turn in any assignments that are due ahead of time (previous class or support period), or you will earn a zero, unless prior arrangements have been made. You must also get all assignments and notes that you miss due to your absence, and be prepared to take tests and to turn in assignments when you return, or you will earn a zero.
3. QUIET work time will be given periodically to allow for time to read, to do school work, and to ask for needed help/support, etc. This is a part of our class, and ten points will be deducted from your grade if you do not BRING a book to read AND work to do. All are expected to be completely silent during this time in our class to allow all an opportunity to work towards success without distractions.
4. Students should use the restroom before school, at nutrition, and at lunch. If you would like to drink (water only) in class, come with your water bottle filled, as no passes will be given to get water. All other food and drink out in class will be thrown away.
5. We will adhere to all guidelines in the Oak Park High School Student Handbook dealing with attendance, tardies, academic honesty, make-up work, etc.
6. Students must complete journals according to the below standards:
 - a) Journals must be at least one full page long, on college rule ~ 8 ½ by 11 paper, or they receive zero credit. If the paper is widerule or too small, you must fill both sides of the paper, or earn zero credit.
 - b) Journals must be brought to class each day, ready to be turned in for credit. If they are not in class when collected, they will be considered late for zero credit.
7. Any student who behaves inappropriately for a guest teacher, and/or has their name left by a guest teacher, will get a referral and automatically be assigned a four hour Saturday school.
8. If a rough draft is not **completed** on time, students will earn only half-credit on their final copy.
9. Grading will be on a traditional point system.
90% and above=A
80% and above =B
70% and above =C
60% and above =D
59.4% and below=Fail
10. Final papers will earn partial credit (drop one full letter grade) if not submitted to turnitin.com on time. They will receive zero credit if not submitted by the class period after the deadline. ALWAYS make sure you see your receipt to ensure your submission is complete.
11. Cell phones, listening devices (earbuds/airpods/headphones, etc.) or any form of electronic entertainment must be put in your backpack (this does NOT mean in your pockets) BEFORE YOU WALK INTO THE CLASSROOM, and MUST REMAIN THERE UNTIL YOU ARE OUTSIDE THE CLASSROOM. They will be turned into the office after 2:45 if seen or heard in the classroom, and you will need to pick them up there after the end of the school day.
12. NEVER use your chromebook for anything other than school work.
Playing any games on chromebooks during class time is not permitted.
13. We will not leave class until all rows are straight and all trash is picked up and thrown away, and all resources are appropriately returned. It is our responsibility to clean up after ourselves, not others.
14. It is your responsibility to come to class with printed copies of assignments. If printing is a problem, you need to be proactive/make sure you plan in advance, and have your paper printed **BEFORE** class starts.

PLEASE SEE NEXT PAGE FOR ACADEMIC HONESTY AND AI POLICY INFORMATION

Academic Integrity:

Originality, honesty, and responsibility are crucial tenants of this classroom. Plagiarism and cheating will **automatically** result in a **zero** and a **referral**, and may result in a class drop/fail. All formal essays will be submitted to Turnitin.com unless otherwise noted. All work must be **completed individually** unless otherwise noted– this means you are not permitted to share an individually assigned Google Doc with a classmate for reference. If you are struggling on an assignment, talk to me about it, and otherwise do the best you can. I want **your** work, or no work at all.

This course conforms to the academic honesty policies of our Student Handbook:

Academic Honesty

A student's long-term success in school, college, and career is based on what they have learned, not on grades. Thus, any assignment, test, or quiz that a student turns in is expected to reflect the student's individual work. Many students have come to believe that their grade, not their learning, is the key to success. As a result, cheating, copying, and other forms of academic dishonesty have become widespread. To reduce the likelihood of such behaviors, we have instituted the following policy in order to redirect our students' energies toward learning:

A student is considered to be in violation of school policy on **Academic Honesty** when they participate in any of the activities included in, but not limited to, the list below:

- Copying another student's answers on a test, quiz, or homework, or supplying them to another student. **Note:** All assignments shall be considered to be individual assignments (and not worked on with others) unless specifically stated otherwise by the teacher.
- Securing a copy of a class test or quiz beforehand or taking one to pass it on.
- Getting answers or questions from students who took the test or quiz earlier.
- Giving answers or questions to students who will take the test or quiz later.
- Copying homework or any class assignment from any source (including the Internet), or allowing another student to copy one's own work. **Plagiarism of any kind will be considered academic dishonesty.**
- Willfully falsifying data and presenting it as one's own research or work.
- Having unauthorized test aids and not following test or assignment protocol. **Note:** Any use of a cell phone whatsoever during a test may be considered a violation of the academic honesty policy.
- Unsanctioned use of Artificial Intelligence technologies in order to represent that the contents of an automatically generated prompt result is the student's original work is strictly prohibited.
 - Students may only use AI tools (e.g., MagicSchoolAI) when permitted by their teacher and must follow all assignment-specific instructions, including which tools are approved. If unsure, students are responsible for asking their teacher before using AI.
 - AI-generated content must be cited. Submitting AI-generated work as your own is considered academic dishonesty.

- o Students are expected to use AI ethically and responsibly. Do not rely solely on AI for information, as it may be inaccurate or outdated. Use of AI to access, create, or share harmful, inappropriate, misleading, or offensive content is strictly prohibited.
- o Misuse of AI may result in academic or disciplinary consequences in accordance with District policies. If a teacher suspects inappropriate use, the student will have the opportunity to explain. Violations may be referred to the principal or designee for further review.

The teacher's professional judgment in consultation with administration shall determine whether or not a student has violated the school's academic honesty policy. It is the responsibility of the student to avoid any situation or action that may cause teachers to believe that this policy has been violated. The teacher will also determine whether the assignment involved is considered minor or major. While there are no degrees of honesty, we acknowledge that there are degrees of transgression and therefore recognize a progressive disciplinary policy whereby more serious infractions and subsequent violations result in progressively more serious consequences.

Consequences and Procedures for Academic Dishonesty:

Points (Points are cumulative and accrue throughout the students entire four years)	Consequences - 0 on assignment deemed a part of an academic honesty incident	Point Designation
1	Warning/Counseling	Incidents involving minor assignments Example: Minor HW assignment
2	1 Saturday School Suspension from extra-curricular activities not to exceed one semester.	Incidents involving major assignments Examples: Major essays, projects, tests, or compilation/packet of multiple homework assignments. Two cumulative points.
3	In-School Suspension Suspension from extra-curricular activities not to exceed one semester.	Incidents involving major distribution of answers or theft. Three cumulative points.
4	Home Suspension for up to one week. Rescindment of letters of recommendation and report to colleges. Suspension from extra-curricular activities not to exceed one semester.	4 cumulative points.
5+	Drop Fail Rescindment of letters of recommendation and report to colleges. Suspension from extra-curricular activities not to exceed one semester.	5 cumulative points.

NOTE: IF YOU EVER HAVE YOUR PHONE, WATCH, AIRPODS (OR ANY FORM OF ELECTRONICS) OUT OR IN YOUR POCKET DURING A TEST, NOT ONLY WILL THEY BE TAKEN AND TURNED INTO THE OFFICE, BUT YOU WILL BE WRITTEN UP FOR CHEATING FOR BEING IN VIOLATION OF THE TEST TAKING POLICY!
~YOU MUST HAVE EVERYTHING IN YOUR BACKPACK FOR THE ENTIRE CLASS PERIOD~

AI Generated Texts:

OPUSD Official Statement

“OPUSD believes Generative Artificial Intelligence (GenAI) tools can be valuable resources for enhancing learning and teaching experiences. Students may use GenAI under the guidance of the teacher to support their academic work while maintaining academic integrity and critical thinking. GenAI should be used responsibly to complement human effort rather than replace it. Teachers will provide guidance on ethical AI usage, ensuring all students benefit from its potential to streamline tasks and foster creativity.

The district has provided staff and students access to GenAI tools through our partnership with MagicSchool AI for the following purposes:

- *Ensuring all students have equitable access to leverage these technologies, regardless of what learning technology devices may be available to them.*
- *Providing all students with an opportunity to engage in current technologies in a learning environment, to better prepare them for the world they will live and work in.*
- *Extending the benefits of these tools to the workplace, where appropriate, to leverage efficiencies and productivity. GenAI usage will be allowed on an assignment-by-assignment basis.”*

OPUSD Official Classroom GenAI Policy

*“Only district-approved AI platforms compliant with student data privacy regulations are allowed in our classroom (e.g., Magic School AI). In order to avoid confusion or inadvertent misuse of AI, at the beginning of each academic year, I provide students and parents with written instructions about whether I allow the use of GenAI in my class (PLEASE SEE **IMPORTANT NOTE** BELOW).*

If there is an assignment or project where students will be allowed to use AI, I will clarify both orally and in writing the scope and purposes for which AI may be used, and the consequences for violation). I will use good faith efforts to have consistent, fair, and equitable policies and consequences within my class regarding the use of AI and shall use good faith efforts to coordinate with other teachers teaching the same class to develop consistent policies and consequences for the use of AI. I will guide and monitor student use of AI, ensuring that it aligns with the District’s Student Acceptable Use guidelines and policies. ([BP4040 Employee Use of Technology](#), Use of Artificial Intelligence, Guidelines and Protocols #3)

If I suspect that a student has used AI in violation of this policy or against my AI use policy or written instructions for an assignment, I will give the student an opportunity to demonstrate that the use of AI was in accordance with my AI use policy and written instructions for the assignment. If, after the student has been given an opportunity to explain, and I determine that AI was used against the instruction given, the student will be referred to the principal or designee for academic dishonesty ([BP6163.4 Student Use of Technology](#), Use of Artificial Intelligence, Guidelines and Protocols #7)

Important Note- OUR CLASS POLICY~ Students may only submit THEIR OWN work and may NOT use AI at all. If you use AI on ANY work in any way, it will be a violation of the classroom AI policy and the school’s Academic Honesty Policy.

GRAMMARLY is an AI site. You may not use it!!!!