

AP U.S. History / Civics Literacy Policies & Procedures

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I am available mornings from 8:30 to 9:10 for questions/tutoring by appointment. Other times may be scheduled, just talk with me about the options. .

Course Description

A detailed description of AP U.S. History & Civics Literacy can be found at:

http://apcentral.collegeboard.com/apc/public/courses/teachers_corner/3501.html

<https://www.dpi.nc.gov/founding-principles-united-states-america-and-north-carolina-civic-literacy-standards-fall-2021>

Required Materials

- 1) Small 3-Ring Binder and/or folder
- 2) Loose-leaf notebook paper
- 3) Black ink Pen
- 4) Set of multicolor highlighters
- 5) Electronic Device (laptop preferred)

Grading Scale & Weights

A=90-100	B=80-89	C=70-79	D=60-69	F=59 and below
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70% **Major Grades**: Unit Assessments, Aggregate prompt checks, and Projects.

As there are fewer major grades than daily grades, you need to put forth your best effort.

30% **Daily Grades**: Quizzes (announced and unannounced), homework and class work. Your daily grade also includes your start-of-class prompts.

Classroom Statutes

- ❖ Respect others
- ❖ Be prepared for class
- ❖ Listen and follow instructions
- ❖ Follow the Early College Honor Code & AP Standards

✓ Consequences for Violations

The following consequences are possible, including, but not limited to:

Verbal warning, Parent/Guardian contact (Conference), Discipline referral to administration

✓ Benefits of Compliance and for Demonstrating Effort

Some possibilities include:

- ❖ Increased opportunities for class discussion and diverse learning activities
- ❖ LESS HOMEWORK (the more we can get done in class, the less you do at home!)
- ❖ Enrichment opportunities (These opportunities are earned, not given.)

Classroom Procedure

✓ Before Class

Before class you are expected to take care of all personal matters (bathroom, sharpening your pencil, picking up make-up work, etc.)

Unless being used directly for an assignment, all cell phones and other electronic devices need to be put away during class. Turn off electronics at the beginning of class.

✓ Beginning Class

There will be an lesson outline and prompt every day. The prompt is a written (typed) assignment which you should answer as best you can. You should be in your seat and working on your prompt by the start of class. Be patient when you finish your prompt and await further instructions.

✓ During Class

We will follow the lesson outline. Be ready to follow my directions and participate in class discussion. Questions and comments related to the daily topic are always welcome.

✓ Ending Class

I will end the class. As the class period comes to a close, continue working on your assigned task until I dismiss you.

Homework Policy

Do your readings and have any work ready to turn in or review at the start of class. Turn your work in on time. Outside of excused absences, exceptions for late work will only be granted in extenuating situations, and only after the student has scheduled a conference with me. Makeup work as a result of excused absences will follow the GCS policies.

Attendance Policy

We will follow the attendance policy set forth by [Guilford County Schools](#). In cases where you are out for extended periods of time, you should talk with me so we can work out appropriate arrangements.

Remember, it is YOUR responsibility to find out what you missed when you were absent and set up due dates for any work missed with me. Each day's agenda is posted to my website. Make a friend in the class and follow up.

** Special Notes **

- If you are out the day before a test or announced quiz and return on the day of the test/quiz you should still be ready to take the test/quiz.
- Prompts need to be made up like any other work.

Cell Phone Policy

Students should turn cell phones off or silence them and put them in their backpacks (not in pockets, on the desk, etc.).

When cell phones may be used for instructional purposes, the teacher will instruct students to get them out.

Point Recovery Policy (Q1 only)

There are times when the best preparation does not result in a test grade you identify as successful. If you are unsuccessful on your Q1 tests, you will be have an opportunity to earn back up to half value of the unearned points.

AI Policy

Students will abide by the NCDPI A.I. Use Rubric, posted in classrooms. Students will understand the difference between using AI in the academic setting at three different levels: Assisted, Enhanced, and Empowered. At all three levels of AI usage, students will practice academic transparency through disclosure statements. Using A.I. without disclosing usage is considered an honor code violation. If you have questions about what is allowed, ask.