

**GOVERNMENT COLLEGE PREP COURSE SYLLABUS ADDENDUM****Mrs. HAUPERT - ROOM 206**

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Most students are very serious about wanting to take full advantage of the time they spend in school.

Students who come to school ready to learn, and participate in activities, seldom have problems with class rules. However, the conduct of a student should never interfere with the educational rights of others. When students know and understand the procedures within a classroom, everyone benefits. There are no surprises. The following include procedures for entering our classroom, being tardy, passes, asking questions, absences, heading on assignments, class notes, quizzes and tests, and much more. This basic code of conduct for my classroom is designed to support, not stifle students. It will provide students with a classroom environment that they feel safe, productive, and proud of their freedom to learn.

**SCHOOL-WIDE LEARNING OBJECTIVES**

*Students of San Marcos High School are self-regulated learners that will graduate as empowered individuals with 21st century skills and attitudes to positively contribute to their personal, local, and global communities. In order to do this, throughout their time at SMHS, students will demonstrate growth in their ability to:*

- **think critically and creatively** in learning and life
- **produce** various forms of **effective communication**
- **productively interact** within **collaborative** environments for **learning** and **problem solving**

**MUTUAL EXPECTATIONS****What I expect from you as a student:**

1. To treat me and my other students with respect and care as an individual.
2. To attend class regularly, and without tardiness.
3. To be cooperative and follow all guidelines and procedures for the classroom.
4. To come prepared with course materials every day.
5. To study and learn the required course content.

**What you can expect from me as your teacher:**

1. To treat you with respect and care as an individual.
2. To provide you with an orderly and productive classroom environment.
3. To provide you with necessary guidelines and procedures to be successful.
4. To provide you the appropriate motivation.
5. To teach you the required content, and support your mastery of the Common Core Standards.

**GUIDELINES, POLICIES, AND PROCEDURES**

*Please refer to the SMHS Behavior Code on the SMHS website for further details about many of the following categories.*

**Academic Honesty**

Students will refrain from all forms of academic dishonesty, which include but are not limited to:

1. Cheating on tests: any giving or receiving of any assistance (verbal, written, or electronic)
2. Forgery: falsifying someone else's work or signature
3. Unauthorized collaboration: includes copying another student's work, completing others' assignments, or allowing others to copy your work.
4. Plagiarism: any use of another's ideas, words, or work and passing it off as your own. This includes copying another's work, allowing work to be copied, or completing someone else's work.

If academic dishonesty occurs, parents will be notified, and a referral to an AP will be issued. Student(s) will receive a permanent zero on the assignment-- I will not allow it to be made up, nor will I give you an alternate assignment.

Not only does academic dishonesty demean me as a teacher, it sets a precedent that will not be tolerated in college or in the workforce.

**Empowering Personal Growth and Honorable Contributions of All Knights****Attendance**

1. You are expected to be in your seat, ready to work with materials out and cell phones away, when the class period begins. Students are expected to attend school daily, and be on time for class. If a student is absent from class without a valid excuse or leaves class without teacher's permission, they are considered truant.
2. You will be marked absent anytime you are not present in class (this includes field trips, school activities, and family vacations). If you know in advance you will be absent from school, you should make arrangements with me ahead of time. Whenever you are absent from school, it is YOUR responsibility to check the "Did you Miss Anything?" Wall, the website, and check in with your classmates when you return. A student may receive a failing grade for unexcused absences exceeding ten (10) days per semester (SMUSD Board Policy 5113)
3. *Tardies*: Students should be in the classroom ready to work when the final bell rings. Period 0-6 tardy students will report to the attendance office for an "admin slip". You may only enter the classroom after the bell has rung if you are in possession of this slip. If you do not have a pass, make sure you go back to the classroom/teacher/office and get it. Hand your pass to me and sit quietly in your seat. Habitual tardy students will receive progressive discipline from the Administration Office.
4. It can be very challenging to be a student-athlete or student-musician. You must stay on top of the material you miss from class, regardless of the reason for your absence. You are completely responsible for all missed assignments, and tests, and you must make everything up on the next day. (See **After an Absence**)

**Assignments**

1. All classwork and homework must be done in pen, as long as it is neat and legible. On certain assignments, I can allow you to type it instead. Pencils are not permitted in my room, or on any assignment.
2. You must also include the proper heading
3. Place your paper in the appropriate tray for your period. Double check that you have the correct heading on it. Papers without the proper heading, or without name, will be recycled for no credit.

**After an Absence**

1. Refer to the "Did you Miss Anything?" Wall or class website/google classroom for the work you missed. I update the blog on a weekly basis with links to documents handed out. It is YOUR responsibility to make up anything you missed, and you must be prepared for the day you return. If you're unsure about what you missed you can always ask another student or myself. You have one day for each day you miss, to make up your work.
2. Copies of handouts may be obtained from the "**Did you Miss Anything?**" Wall unless assignment was completed on google classroom
3. This class/homework will be due the within a reasonable amount of time:
  - a. You will have **one** day for each day you are absent to make-up any assignments without penalty.

**Late Work**

1. Late work is **not** accepted, unless I have given you permission. You will receive ample time in class to complete work. If you do not complete it in class, *it is homework*, and your responsibility to complete it on time. Do not expect me to give you class time to finish an assignment unless I EXPLICITLY tell you to wait on something.

**Classroom Etiquette**

Classroom behavior is generally not an issue in my class, but I must make sure I remind everyone of the consequences of his/her actions in my classroom. I like to joke around and have fun in class, but my first priority is to teach you the material. So, whenever it is time to get down to business, I do not like repeating myself or waiting for a class to get quiet because students don't feel like learning at that particular moment. If a student causes behavior disruptions, they will be asked to leave my classroom on a referral. This is high school. You will take class seriously, and learn when it is appropriate to joke around and when it is time to be on task.

- a. There is no eating in class unless you have a verified medical reason or I have given you permission.
- b. **Foul language will not be tolerated.** I will immediately call home if this occurs and if the foul language is being directed at another student that is an immediate referral.

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- c. Take care of your personal business outside of the classroom (i.e. putting on make-up, brushing hair, turning in papers to the office or other teachers, etc.). Do not ask to use my class time to take care of business with other teachers. You need to be able to manage your own time outside of my room.
- d. **NEVER** throw anything in this room. Not trash, not a pen, nothing. At an appropriate time, you may get up to throw something away or hand something to someone else.
- e. **No headphones should be visible on your person.** They should be put away if you have them with you. You are not allowed to use them in my classroom, **unless** I explicitly direct you. (See Electronic Devices)
- f. **Cell phone/iPod/portable games are not permitted in my classroom.** (See Electronic Devices)
- g. Be an active learner! (take notes, ask questions when confused, seek extra help when needed)
- h. Please raise your hand to speak, but be prepared to be called on in class.
- i. My biggest pet peeve is when I am talking in front of the class giving directions and people are talking over me, please refrain from doing this, it'll cause problems for all of us.

**Course Categories**

**Writing (40%):** Collection Performance Tasks: Short and long written pieces, like argumentative essays, research papers etc.

**Performance Task and Final (15%):** History Writing Task (one per semester): exams with a strong writing component; final exams (one per semester): cumulative exam that spans skills from the semester

**Listening/Speaking/Collaboration (25%):** Seminars, debates, and discussions, participating authentically in all classroom conversations, and working productively with others

**Activities and Assignments (20%):** In class activities/assignments, unit packets, and projects

**Discipline**

Should you fail to observe the Classroom Procedures, your actions will be held accountable for in the following ways:

1. One verbal warning for minor infractions and a parent/family phone call to discuss the behavior. This includes being too social, distracting others, getting up at an inappropriate time, etc.
  - a. Student may be given a "reflection" and sent to another space to complete it or complete it at home.
2. Subsequent behavioral disruptions will result in a referral to the Assistant Principal's Office. The Assistant Principal will then meet with the student, and may assign a consequence a mail a copy of the referral to the parent.
3. If behavior continues, disruptions may result in the student's withdrawal/fail from the class.

**Electronic Devices/ Cell Phones**

*Put away your device before you enter my classroom. All silenced cell phones must be kept in the student's bag, and on the floor, at all times during class time.*

1. Electronics must be **SILENT** (not on vibrate- that is distracting too).
2. **No headphones** should be visible on your person. They should be put away if you have them with you. They are not to hang over your ears or out of your shirt. Unless I have given permission.
3. **Parents:** please do not call or text your child during my class, as it will result in behavioral consequences. If you need to contact your child in the event of an emergency, please call the school directly.
4. **Students:** If I allow you to take pictures of my notes, or other documents that I use in class, please do so **AFTER** the pack up bell has rung, or ask me immediately after class. In most cases, the information will be on my website for you already.
5. **You are not permitted to use or view your cell phones/electronic devices in the classroom without consent by me.**

*If you do not adhere to my policy, items will be retained in the AP Office for pickup at the end of the student's school day:*

**Consequences:**

- 1st Offense - Pick up after school
- 2nd Offense- Parent pick up device
- 3rd Offense- Parent Pick up and Saturday School discipline

**Empowering Personal Growth and Honorable Contributions of All Knights****Entering the Classroom**

1. Please enter quietly and respectfully. Sit in your assigned seat. Do not attract attention to yourself or distract others.
2. Complete your Do Now that is on the board waiting for you - Do Now's are worth 5 points a day
3. Make sure your cell phones and headphones are put away before you enter the classroom.
4. Take out your materials required for that period (pen, notebook, do now, etc.).
5. Take a look at the agenda to see what we are doing that day.
1. When you receive your papers back, please review your grade, according to my comments and the rubric. If you have any questions, please schedule a conference with me during my office hours.

**Extra Credit**

1. Extra credit is generally not offered. Do not request extra credit from me to improve your grade. Instead, ask me which assignments you can revise for higher credit.
2. You may also, upon occasion, earn extra points on certain assignments, according to teacher discretion.

**Grading**

All grades are updated weekly to the schoolwide, online grading system. See "Self Advocacy" for information. Remember, I do not give grades: you earn them. While some assignments will be awarded points, most assignments will receive a letter grade that equates to the following percentages (Additionally, some grades will be coded. These codes do not affect the grade percentage):

Letter Grade	Percentage	Code	Explanation
A	90-100%	Mi	(Missing) Student failed to submit the assignment.
B	80-89%	Ab	(Absent) Student was absent when assignment was submitted and must make it up within the guidelines outlined on the syllabus, or it will be coded as Mi.
C	70-79%	La	(Late) Student submitted the assignment late; students have six late passes per semester.
D	60-69%	R	(Revised) Student revised the assignment for a higher grade
F	59% -0	Ex	(Excused) Student is excused from the assignment.

**Materials Required**

Bring all materials to class with you each day. *If you need financial assistance procuring these materials, please see me immediately.*

1. College ruled lined paper
2. Binder with a dedicated History tab
3. Blue or black pens (at least two), 4 highlighters ( blue, pink, yellow, green), colored pencils
4. Your school planner. Keep it updated with all events and assignments, including sports and extracurriculars.

I will provide some highlighters, colored pencils, markers, scissors, post it notes, and rulers as needed. You may also bring your own. I will have a limited number of supplies to borrow each day. You may ask to borrow a pen only at the beginning of class. Remember, the word "borrow" means the pencil or pen will be returned.

**Empowering Personal Growth and Honorable Contributions of All Knights****Moving Around the Room**

1. At appropriate times you are able to move around the room as long as you are not off-task or a distraction to others. This includes asking to use the restroom, throwing away trash, getting a chromebook or a paper assignment, turning something in or asking me a question.
2. **Inappropriate times to get up include the following:** during class reading; during instructions; during a lesson.
3. As soon as it is noted that you are not working or distracting others from doing their work, you will go through the discipline chain as detailed below. (**See Discipline**)

**Office Hours**

1. To help you, my office hours for this year are on **Tuesdays and Thursdays at lunch only**. I cannot stay after school to help but please feel free to come in at lunch, with your lunch.
2. These are the times in which I will schedule if you need my help clarifying an objective or assignment and a quiet space to work on make up assignments or late work. This is also when I can meet with you to discuss a writing assignment or another grade issue.

**Packing Up**

1. Just because you finish something, does not mean it's time to go. In fact, if you think you have everything done, you can check your work. Remember, there is always something that can be read, studied, or revised.
2. A few minutes before class ends, I will give you time to pack up. If necessary, I will make any last announcements and officially dismiss you.

**Passes**

1. **Bathroom Pass:** If you need to use the bathroom, you may ask me by raising your hand or coming to my desk. You must take the bathroom pass (located in the front of the room) and have it on you at all times. You also must sign in and out on the bathroom sign out sheet. You may not go to the bathroom during a lesson or if I am giving directions (**see Moving Around the Room**) unless it is an emergency. One person at a time will be allowed out of the classroom with a pass.

**Self Advocacy**

As a young adult, you must learn to be your own best advocate. You must learn how to speak up for yourself, make your own decisions about your own life, and learn how to get information so that you can understand things that are of interest to you. You must also know your rights and responsibilities, how to problem solve when faced with conflict, and how to reach out to others when you need help or information. To this end, you should be aware of the following:

<a href="https://sanmarcoshigh.smusd.org/cms/One.aspx?portalId=160930&amp;pageId=1358515">https://sanmarcoshigh.smusd.org/cms/One.aspx?portalId=160930&amp;pageId=1358515</a>	This is my website. <i>You should check this daily.</i> It is updated weekly with agendas, handouts, due dates, links to helpful sites, and other information.
<b>Synergy/ ParentVue/ StudentVue</b>	This is the program I use to record grades. You can access this from the school's website, or mine.

**Emergencies**

If you have an emergency or crisis of any kind, please let me know as soon as possible. I will almost always grant deadline extensions to those who ask in advance. Email is probably the best way to contact me outside of class hours.

Thank you for your support in creating a peaceful, productive classroom environment.

Mrs. Hauptert, History Teacher  
San Marcos High School  
elizabeth.hauptert@smusd.org



Mrs. Haupert, History Teacher



**GOVERNMENT COURSE SYLLABUS ADDENDUM: SIGNATURE SHEET**  
**Mrs. HAUPERT - ROOM 206**  
ELIZABETH.HAUPERT@SMUSD.ORG

**Classroom Website/Instagram Page**

I love being able to update our monthly newsletter with updated photos of student's working in class on our class instagram page and our class website for parents and students to see. This is way that I can connect with students and parents each and everyday. Please sign below allowing student photos to be posted on our class website and class instagram page.

Teacher: Mrs. Haupert Period: \_\_\_\_\_

**Parent/Guardian**

Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_