

AICE GENERAL PAPER

Teacher: Ms. Justine Shubert

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Course Description: AICE General Paper is a college level humanities class that counts for high school credit in English.

Objectives: By the end of my course, students should be able to...

- write structured responses, using a range of appropriate language for a variety of purposes.
- demonstrate the ability to analyse the meaning of language as used in its context.
- communicate information, ideas and opinions clearly and accurately.
- construct cohesive and organised responses, linking ideas and arguments.
- develop, analyse and evaluate arguments and make supported judgements.
- demonstrate understanding of information from a variety of material.
- read widely for general understanding
- identify, select and interpret relevant data, information and examples.
- apply information that exemplifies ideas and opinions
- demonstrate the ability to analyse the meaning of language as used in its context.
- develop explanations with examples, analysis and evaluation.

Required Text(s): Cambridge International AS Level English General Paper

Required Student Resources: Remind, Canvas, EdPuzzle, NoRedInk.

Remind: Period 4: @ggd8eh https://www.remind.com/join	EdPuzzle: Period 4: https://edpuzzle.com/join/wivkenj	NoRedInk: Period 4: https://www.noredink.com/join/safe-rake-49
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Required Supplies: Blue or black pens, college-ruled loose leaf, binder (any size), highlighters.

Recommended Supplies: Vis-A-Vis markers, white out, cleaning or baby wipes (for cleaning off wet erase marker).

Attendance Policy:

- Students will be marked “tardy” if they arrive to class after the bell.
 - 1st Offense: verbal warning
 - 2nd Offense: parent contact
 - 3rd Offense: office hours detention
 - 4th Offense: referral
- Absences (excused or otherwise) do not excuse you from the work covered during your absence. Students may make up work missed by checking the “Class Calendar” on Canvas and by attending office hours as needed. Students may message me via email or Remind for clarification about what the “Class Calendar” states if they are confused by it.

Food & Drink Policy: Water is permitted at any time. Other food and beverages may be approved by request on a case by case basis but should not be brought regularly.

Accommodations Statement: Accommodations will be provided according to IEP and 504 documentation. Please note “extended time” as part of your header in the upper right-hand corner if you are using that accommodation on an assignment that you turn in late.

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Electronic Device Policy: Phones will be used in class to access resources and work on websites such as NoRedInk and EdPuzzle. Students are to use their phones in class for academic purposes and by approval only and will be asked to periodically hold up their phone screens facing me so that I may monitor appropriate and on task use of cell phones. Refusal to promptly hold up a phone during such checks, or continued phone tapping before holding up a phone, will be treated as cell phone misuse. Misuse of cell phones will result in parent contact and disciplinary action if it continues.

- 1st Offense: verbal warning
- 2nd Offense: parent contact
- 3rd Offense: office hours detention
- 4th Offense: referral

Communication Protocols: Students are expected to include their full name and period in either the subject line or signature of any emails sent to me. Students may also message me via Remind for clarifications regarding course content.

- Students are expected to check the “Class Calendar” available on my Canvas page any time that they are absent before asking me for specific clarification regarding make up work.
- Students are expected to either be subscribed for Remind text message alerts, or to provide an email address to Remind that they are responsible for checking daily.
 - I will use Remind to notify students when grades are completely up to date, so students are expected to check their gradebook for any inconsistencies or errors related to missing or late work within 24 hours of receipt of that message.
 - Remind will also occasionally be used to send out important course links and files, so students are encouraged to download the Remind app for ease of access.

Laptop Cart: Students will have access to a laptop cart within my classroom. Students are required to sign out laptops used and are financially responsible for any loss, theft, or damage to that laptop that occurs while it is in their custody for the period. On days the laptops have been checked out, students are not dismissed for their next class until such time that all laptops in the cart have been accounted for and signed off on. Students are expected to save their work as they go so that laptops may be quickly returned to the cart in the final five minutes of class so that students don't need to be kept past the bell while laptops are accounted for. Students who do not wish to sign out a laptop are welcome to bring their own laptop with them to class to use instead, though I take no responsibility for any loss, theft, or damage that occurs as a result of this decision.

Bathroom Policy: Students may go to the bathroom as needed, but they are required to sign out at the front of the class and may only leave one at a time (as the pass becomes available) except in the event of an emergency. Students are expected to manage their time so that they don't need to frequently leave class for the bathroom. Students using the bathroom during my class with excessive frequency (multiple times per week) should expect me to reach out to their parents or guardians to inquire about medical issues that might necessitate such frequent bathroom use. Failure to properly sign out to or back from the bathroom will result in parent contact followed by disciplinary action if it continues.

Course Requirements/Assignment List: Students will be expected to complete routine online homework such as grammar through NoRedInk. Students are strongly encouraged to use the “Class Calendar” embedded in Canvas to keep track of upcoming due dates and course requirements. This calendar will automatically update as I plan my pacing and curriculum. It should not be printed out as it is continually subject to change as scheduling and instructional needs dictate, but it should be consulted after any absence.

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Academic Policies and Procedures:

Assignment Collection: Assignments will either be collected alphabetically during class time or will be submitted online through Canvas.

- Paper assignments collected during class time will be stapled together and kept for the duration of the quarter so that students can come during office hours to check the stack if they think their work was accidentally mismarked or misplaced by me as a result of human error.

Late Work: No late work will be accepted via email or Remind. Any late work submissions (whether from extension, extended time, irresponsibility, or absence) must be brought to me during office hours for grading. I will not grade late work submissions through Canvas or other online sites without the physical presence of a student at office hours requesting such grading. Physical late work submitted at office hours must be labeled with the precise title of the assignment from within the online gradebook. Late work will be penalized at 50% unless excused by absence or by prearranged extension. Note any extensions discussed verbally at the time of submission during office hours.

Plagiarism/Cheating: Plagiarism involves the direct copying OR paraphrasing of another source without giving credit. Rephrasing content without giving credit to the original source is plagiarism. Unless given instructions otherwise, it is expected that homework assignments and projects are individual and may not be completed with the assistance of your peers. Plagiarism and cheating are very serious offenses that could result in severe academic consequences. All students involved in an incident of plagiarism (whether the student copying, or the student providing content) will be given zeros on the assignment. You are strongly encouraged to keep an eye on your assignments, to not leave your work out unattended while in the bathroom, and to avoid sending out photos of your work to your peers.

- 1st Offense: parent contact and a zero on the assignment for all parties involved
- 2nd Offense: referral and a zero on the assignment for all parties involved

Class Credit: Class Credit is a grade given for in class work evaluated during class time such as written responses, discussions, notetaking, and presentations. If points are missed due to absences, bathroom use, or inattentive behavior, points may be regained by completing alternative assignments during office hours.

Paper Heading: Papers are to have a header in the upper right-hand corner that should include the student's name, period, and the title of the assignment.