# AP Literature and Composition

Maria Williams

[maria.williams@k12.wv.us](mailto:maria.williams@k12.wv.us)

(304) 725-8491, Planning 1:55-2:45

Syllabus—Jefferson County Schools Specific Policies and Procedures

**Classroom Expectations:**

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| --- | --- |
| **Respect:** Looking after people and property. There is an old proverb that says, “Be the change you want to see in the world.” This is true both inside and outside of the classroom. Treat others how you would like to be treated.   * Be on time and be prepared * Follow directions | **Responsibility:** Behaving sensibly and making good choices. Aspire to be a leader—not a follower. This means assuming responsibility for your own behavior. If you assume responsibility, you will serve as a positive example for others.   * Keep your hands, feet, and objects to yourself |
| **Kindness:** Being friendly, generous, and courteous   * Always strive to provide positive, constructive feedback to peers. No swearing, put-downs, teasing, or foul language * Wait your turn to talk. Raise your hand to be recognized | **Honesty:** Being truthful and fair   * Turn in your own work. Be proud of your voice. Avoid plagiarism by giving credit when it is due |

**Possible Encouragement:**

1. Verbal recognition
2. Phone call or e-mail home
3. Bonus points

**Classroom-Managed Behaviors v. Office Referrals – Teacher Expectations**

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| **Classroom-managed Behaviors** | **Teacher Responses** |
| Deceit | 1. Re-redirect / Remind of expectation  2. Parent Contact / Re-teach expectation  3. Teacher-assigned ½ Cougar Hour Detention served in classroom (can be during your intervention/study hall)  4. Cougar Hour Detention  5. Cougar Hour Detention  6. Referral  Parent contact must be documented – phone conversation preferred; if email, must show reply or acknowledgement of receipt.  At 4 & 5, enter Detention on Master Detention Log as with Tardy Policy.  If student fails to serve classroom detention, automatically move to next level. |
| Disrespectful / Disruptive conduct (incl. sleeping) |
| Failure to serve detention (classroom) |
| Inappropriate appearance |
| Inappropriate display of affection |
| Inappropriate language |
| Insubordination (incl. work refusal and continued cell phone use) |
| Possession of inappropriate personal property (incl. headphones) |
| Profane language |
| Tardiness (according to Tardy Policy) |
| Technology misuse\* (incl. unauthorized websites) \* If use of cell phone, must be related to another primary behavior. |
| **Office-referred Behaviors** | |
| Battery against an employee | |
| Battery against a student (fight w/ injury) | |
| Cheating (per policy, teacher must notify parent and assign “0”) | |
| Defacing school property / vandalism | |
| Leaving School w/o permission | |
| Physical fight w/o injury | |
| Possession and/or use of dangerous weapon (incl. imitation weapon or object fashioned as weapon) | |
| Possession / use of substance with tobacco / nicotine / illegal substance (incl. paraphernalia) | |
| Profane language / obscene gesture / indecent act directed toward another | |
| Sexual misconduct | |
| Skipping (class – incl. walking out - detention, interv.) | |
| Tardiness (according to Tardy Policy) | |
| Threat of injury against another | |
| Verbal assault against employee / student (insults, abusive language) | |

**Make-up Work and Missed Assignments**

In accordance with Jefferson County School policy, students will be granted a minimum of one school day for each day of absence to complete assignments once they are provided (e.g., missed Tuesday, return and receive work Wednesday, due Thursday). It is the student’s responsibility to initiate the request for the missed assignments and to complete the make-up work in the time allotted.

Work assigned prior to an absence that comes due during the absence must be turned in upon return from the absence. Students are encouraged to contact their teachers through LiveGrades to request assignments. During extended absences, students without access to LiveGrades may contact their School Counselor to request assignments. Please allow 48 hours for requests to be honored, and note that not all assignments may be available if requested in advance.

If a student misses work due to being sent out or called out of class, the student will be allowed to make up the work in accordance with the above-referenced policies and procedures, even if the reason for being sent or called out is related to disruptive behavior or other matter related to behavior discipline.

When a student misses work due to sleeping in class, walking out of class, skipping class, or work refusal, the student will receive a failing grade for the assignment. The student will not be permitted to re-take or make-up the assignment, unless the assignment is a test. If the assignment is a test / assessment, the failing grade will be recorded, and the student may initiate a request for reassessment in accordance with the county grading policy.

**Late Work:** Late work will not be accepted. If a student does not hand in an assignment on time, the student will receive a score of 0 for said assignment.