

MR. DAVID M. HILDEBRAND

2009-2010 Class Process & Policydhildebrand@bcps.k12.md.us -- <http://BaltimoreTeacher.com>**Attendance/Lateness**

All students are expected to be in class on a regular basis. Students missing more than 6% of the time (basically 10 days during the year) run the risk of missing many of the opportunities for learning and may suffer damage to their grades. It is my experience that students who habitually miss class also miss work. Every day there is generally a graded assignment/activity, and if you miss class, you may find that you are falling behind. Extended absences? Have your parent make arrangements!

- **Lateness:** if you are late, you must get a late pass-- either from the morning hall monitor or from your previous teacher.
- **Absence:** You must present an absent note upon returning to school. No excuses, no exceptions.
- **First Period Warning:** you must be seated in class at 8:15—if you have a habit of being late, fix it now! There tends to be a strong correlation between first period failures and lateness.

Due Dates

Homework assignments are due on the date indicated, which is generally between 1-3 days from when the work is assigned. All assignments must have the cover sheet stapled to the top of any written responses (10% penalty without cover sheet). All work must be handwritten *unless it was assigned as typed*. Late work penalty: 10% for each day it is late. Beyond five days, the assignment is closed and will be zeroed out in the grade book.

Makeup Work

Students who are absent are responsible to get the work they miss from another student. Absences are excused if there is a note from a legal parent/guardian, and the deadline is correspondingly extended. Some work cannot be made up due to the nature/context:

- **Warm-ups:** NO MAKEUP. This is a situational activity designed to step into a discussion or lesson and cannot be made-up. Students are still accountable for knowing what questions were asked and answered, and should get notes from classmates in order to prepare to answer them on another day in the form of a quiz or test.
- **Quizzes/Tests:** Pop Quizzes: NO MAKEUP. Again, these are situational. Once the quiz is given, it is over. If you miss class on a quiz day, no matter for what reason-- excused or unexcused, it cannot be retaken. If you have an excuse note, chances are I will excuse it in your grade (but only once). Announced Quizzes/Tests: These are usually on Friday, so if you miss it, and have an excuse note, you must makeup no later than the following Tuesday.
- **Classwork:** Reading and question activities that are done in class. MAKEUP ALLOWED IN COACH CLASS ONLY. One week.
- **Learning Activities:** (Certain class activities that require guidance, group-work, etc.): NO MAKEUP.
- **Homework.** Students are responsible to know what the homework they missed is-- by downloading a copy from the class website, checking with another student, or emailing me. Deadline for completing homework: if student is absent the day it is assigned, they have one day for everyday they were absent (provided they present a note). If a student was present the day that the homework is assigned, it is due at the beginning of the period on the first day they return (without penalty). **Late-work:** penalized one full letter grade for every day the work is late. Homework is all about being prepared for class. Often times this will be your only prep/resource for in-class assignments, so if you are not doing Homework, it will show up in your ability to perform in class activities.

Extra Credit Policy

I generally don't assign extra credit—because it means extra work for me to create and grade it. I do sometimes give individual projects to specific students based on learning needs, but be assured—I will not play into the game that some students try: missing multiple assignments, they check their grade toward the end of the quarter and upon finding that they are failing, say “can I get some extra-credit?”

Do you want to improve your grade? Make an appointment for Coach Class. There are online "extension" activities that I will post and you can access using your password to <http://BaltimoreTeacher.com>.

Academic Honesty/Cheating/Copying

Students are expected to do their own thinking and their own work. Copying homework is unacceptable! When you write your name at the top of your paper, you are signing/certifying the following statement: **“The work that I am submitting is my own and I have neither given nor received assistance unless otherwise directed by the instructor.”**

The penalty for academic dishonesty is generally no credit for the assignment—though it usually shows up in quiz/test performance. Remember: some homework assignments are not graded directly, but measured by a spot quiz or writing assignment. The purpose of the work assigned in advance is to prepare you for class so that you can actively participate and extend your understanding. If you have not done the work in advance, you're not prepared for class. If you have found information online, then you must credit it and properly block quote and footnote.

Supplies/Materials

Students should maintain their own binder for this course. A separate 1" three-ring type will allow organization of notes, handouts, assignments, etc. in the best sequence for study/review. Organize these in chronological sequence with the most recent work on top. Please use only a black/blue pen for assignments—no gel inks (please!). Have a red or green pen for checking. Always have a pencil.

Students are strongly encouraged to have a “jump-drive” (USB portable storage drive) in order to keep electronic files. Also, it is helpful if the student has their own email account.

<p>HINT ON MISSING WORK: Because there are so many assignments, if you miss a FEW, it will generally not impact your grade that much. So don't sweat that. BUT, the more you miss, the more of an impact it can have.</p>
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Electronic Devices

Not permitted. Period. This includes cell phones, I-pods, music players, etc. Keep them turned off and in your book bag. If you think they are not secure, leave them in your locker, or at home. Cell phones must be turned off or set to silent. If they ring/buzz during class, I *may* confiscate them. However, regardless of whether I take the device, a student will receive a ZERO for the day for any and all class activities. NO PURSES ON YOUR LAP. No warnings, no exceptions.

Other Rules

- Consumables:** No eating. No gum. No drinks. *Clear bottles of water are fine.* **Nothing else.** This keeps the bugs and the mice away, and makes the custodians happy. This is a hard job. Help make it less hard by keeping the room neat.
- Graffiti:** every year students find that they must write on their desks. Please don't. Students I have caught doing this before have spent time cleaning my desks. If you must doodle, do it right in your notes!
- Talking:** we do a lot of this, and in order for students to talk, everyone must practice active listening. Don't talk over someone else. Raise your hand to say something. During group/seat work, use quiet "small" voices. **IF I AM TALKING, YOU ARE NOT.**
- Classroom Materials** (Books, Maps, etc.): If you take it off the shelf, put it back. If you don't, I will give you a zero for the work for the day.
- Leaving class:** if you must use the bathroom/get water, do so without asking. One at a time, **sign-out and sign-in, take the pass.** If I notice that it is too frequent/patterned, then I will restrict or revoke this privilege. **Students are NOT ALLOWED TO USE THE RESTROOM DURING THE FIRST OR LAST FIVE MINUTES OF CLASS.** I cannot keep repeating instructions for the lesson because you were not seated. Also, the restroom is for *necessary* bodily functions. It is not for doing hair or makeup or for making phone calls or meeting up with students from other classes. If I even suspect you're wasting time like this, your restroom privileges will be suspended indefinitely.
- School Wide-Infractions** (Uniforms, SIC): These have consequences. Don't make me waste time on enforcing rules that I have no control over. Do what you're supposed to!

Grading / Grades

I generally use a 20-point rubric (at right). This simplifies the grading process and allows me to turnaround work to students faster. The weight that any particular assignment carries is usually listed at the top of the assignment (100 points for classwork-homework, more for quizzes and tests). It is important to note that assignments with written responses are read holistically, and are generally baselined for the whole class and *for the student*. Be neat, be detailed, follow the directions for the assignment, and you can be very successful. I'm always looking foremost for evidence that you are thinking. Show me that, and your grade will always be on target. **The most important aspect in grading is my assessment of your demonstrated MASTERY of the content and skills involved in this course.**

AP Rubric	Rubric Score	Percent	Grade Range
9	20	100%	A+
	19	95%	A
8	18	90%	A- / B+
7	17	85%	B
6	16	80%	B- / C+
5	15	75%	C
4	14	70%	C- / D+
3	13	65%	D
2	12	60%	D- / F
	11	55%	F
1	10	50%	F
	0	0%	No Credit

- Sometimes grades are expressed across a full 100 point range, or more (usually for tests)
- Sometimes a different rubric score is used (24 point, etc) – Just divide your score by the total possible for the grade percentage.

Online Grades

Grades will be posted regularly (approximately every 2-3 weeks) to course website, <http://BaltimoreTeacher.com>. Access using your code.

Type	Weight	Point Values
Tests/Quizzes	50-60%	Quizzes = 50-100 points; Tests = 200-500 points
Homework/Projects	10-15%	100-200 points depending on length and complexity
Classwork	20-30%	100-200 points
Participation	5-10%	Attendance, Warmups, Discussion, Behavior

Progress Reporting

Pass, Fail or Pass with a "T" – students who are in anyway subject to question on whether they are making adequate progress will receive the "T" comment, which means "in danger of failing."

Coach Class

Tuesdays, Wednesdays and Thursdays from 3:15-4:00, by **appointment only** (signup book is in the front of the room). Why do I ask you to make an appointment? This prevents me from waiting around (we're all very busy, right?) Another important reason for scheduling an appointment is that it helps me to plan in advance. Some students need individual attention and this way I can schedule that properly. *Reminder: Coach Class is for you to receive extra help to increase your performance and grade.*

Students who are chronically late to class will not be granted Coach Class privileges. Students who miss class without an excuse will not be granted Coach Class privileges. It should go without saying that students who are under disciplinary sanction (cut class, wasting time in class, or violate my class rules) would find it difficult to convince me to stay after school to give them help when they failed to exhibit the proper learning focus during normal class sessions.

Online Coach

I maintain a lot of files and resources online at <http://BaltimoreTeacher.com>. You can contact me through the above website, or at my BCPS email address: dhildebrand@bcps.k12.md.us; use your login code to gain advanced access to the web.