**Dr. Arcega - Course Outline & Class Rules**

**Student’s Full Name (First & Last) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Class Work** - Students are expected to do their best in completing all the assigned class work and submit their work on time. If the instructor feels that additional time is necessary for the classwork, then the instructor will walk around the class room to examine the student’s class work to see if students deserve additional time. Student that completed **more than half** of their assigned work will getadditional time. Students that completed **less than half** of their assigned work because they wasted class time (i.e., talking, using electronic devices, or sleeping) will get not get additional time. They must submit their work to the instructor without the extra time. If the student does not follow the instructor’s direction to submit their work, then the student will automatically get **“no credit”** for the assignment. All the classwork will be collected in on the specified due dates. No late work will be accepted. If a student is absent, they must have an excused absent the missing work.

Class work also includes paying attention to all the class presentations, projects, and documentary videos. Any student that is not paying attention (i.e., sleeping, talking, and using electronic devices) will get no credit. Students that use an electronic device to answer video questions or copy the answer from other students will automatically get **“no credit”** for the assignment. Do your own work for full credit!

**2. Homework** - All the homework assignments will be written on the board (check the whiteboard daily). Students are required to **read ahead** of the chapter/sections as part of the homework to help understand the lectures. It is very important to spend time reading ahead to comprehend and participate in the lectures. Vocabulary terms are used to help with reading comprehension. It must be handwritten on the vocabulary sheet to insure it’s done individually and not reproduced electronically.

**3. Lecture Notes –** Each student must write their notes during the class lectures. Students must participate in the “read-out-loud” during lectures if they are selected to get participation/lecture notes points. Students are responsible for all the notes they miss due to absence(s).

**4. Projects** –There will be an outline for all the projects.     
**5. Test** – Each chapter test will be based on all the homework, readings assignments, class work, and lecture notes.  The test is not an open book or open notes test. It is very important to take good notes and invest some quality time (at least 3-4 hours) before each test.   
**6. Midterm and Final Exam** – The midterm and final exam will be given on a scheduled date. This will be a comprehensive (all the chapters covered) exam of the entire semester. It is important to **KEEP ALL THE LECTURE NOTES AND VOCABULARY TERMS** until the end of each semester.  It will be used for the final exam study guide. Do not throw any of the notes away until the end of the semester.

**Materials & Supplies (Required)**  
· Folder –One and a half (1 ½) inches with (3) ring paper holder.   
·It needs four (4) tabs for all the lecture notes, class work, homework, and exams.   
· Paper - Regular lined white paper (8” x 11 ½”) with 3 holes. (Spiral notebook paper will not be accepted and will not get credit).  
·Writing utensils (pencil or pen only). It has to be **black or blue** ink or no credit will be given for the assignments.

***\*NOTE: Students that constantly (more than once) come to class unprepared without their material and supplies disrupt the learning process whenever they ask for materials. If it persists, the student’s parent or guardian will get a letter or phone call home to curtail the problem.***

**Printed and Type Materials (Assignments)**

Each student is responsible for printing any assigned work that requires printing. Students without computers and printers at home must be resourceful. It is the student’s responsibility to make time (not during the student’s class time) in their schedule to go to the school computer lab, school library, and public library (city/county). Students are given plenty of time (at least 1 week) to print any require assignments so the instructor will not accept excuses (i.e., no computer and printer at home, printer ran out of ink, computer crashed) or late work!

**Tardy Policy**  
TARDIES - Each student is expected to be in their seat before the second bell rings. Simply being in class does not mean a student is not tardy. It does mean that anybody standing around by the windows, door, or anywhere else in the classroom is considered tardy. Make sure you are seated before the bell rings. **Don’t get caught standing around!** Three (3) tardies will result in One (1) hour of After School Work. After the 3rd, each tardy will result in two (2) hours of After School Work. Six or more tardies will result in an “Unsatisfactory” rating toward a student’s citizenship grade. Students who are tardy Fifteen (15) minutes or more without a pass will be sent to the office to verify their whereabouts.

**Make-Up Work Policy**  
· If a student is absent, then they need a note from home regarding their absence to make-up any class work. No make-up work will be given to students without an excused note from home.  
· If a student has an excused absent, then he/she will be responsible for asking the instructor for the work they missed on the following day from their excused absence.    
· Students will be given one school day to make-up their class works. The instructor will provide a make-up date for quizzes.  
· There will be “no make-up” work or exams for unexcused absences. This includes suspensions and On Campus Detention.   
**Resources for Class (Teacher Website)**  
There is a website for additional information and resources (e.g. homework worksheets, formats for discussion questions, current events, project outline, course outline). The webpage is: [***http://aarcega.weebly.com/***](http://aarcega.weebly.com/) **Grading Policy**  
The grading policy is based on the district grading policy which consists of the following:  
·         Demonstration of mastery/proficiency of content area standards  
·         The results of standards-based test and benchmark examinations  
·         Completion of daily assignments  
·         Classroom participation and cooperation  
·         Projects such as portfolios and homework assignments

**Students’ Understanding of their Grades**   
*I understand that all the class assignments (listed below) are important. If I decide not to do the assignment(s), I understand the consequences of losing the credit(s) for the assignment because there is* ***no make-up work or extra credit*** *to help me make-up the credit I lost. I understand that* ***every assignment*** *that I decide not to do will have a negative consequence on my grade and ultimately can result in failing the class.*

**Students’ Understanding of their Class Conduct**

*I understand that I have the right to fail the class by not doing my work in class but I also understand that do not have the right to disrupt the class. I understand that any classroom disruption intrudes and violates the rights of other students who want their education in class. I understand that* ***any undesirable behavior*** *that leads to class disruption will not be tolerated by the instructor. I understand that the instructor will direct me to notify my parent(s) or guardian about my decision not to do the assigned class work and instead choose to disrupt the class by talking or other undesirable behavior. I understand that I will have to be removed from class to prevent further disruption.*

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**Philosophy Statement regarding Classroom Management**  
*Each student is expected to know all the classroom and school rules. Each student must practice* ***self-discipline*** *in class to avoid getting in trouble in class. In order to prevent classroom disruption that prevents an instructor from maintaining a productive and conducive learning environment, the instructor will use Education Code 48910 (a) which gives the instructor legal authority to suspend any student from class for up to two (2) days if they willfully violate Education Code 48900. Some of the listed rules below refer to specific Education Code for student and parent references.*

**KEY TO STUDENT SUCCESS IN DR. ARCEGA’S CLASS:**

***- Leave the excuses at the door.  
- If you did not do your homework, just admit it.  
- If you did not understand the assignment, ask for help.***

***- If you did not study for the test, then accept the grade and resolve to do better next time.  
- If you refuse to follow the class rules, then accept the consequences.  
The rules in class are not open for discussion or debate so follow them to avoid disciplinary actions.***

***The teacher is here for one reason and one reason only:***

**CLASSROOM RULES**

1. STAY IN YOUR ASSIGNED SEATS AT ALL TIMES.  DO NOT MOVE FROM YOUR ASSIGNED SEATS FOR ANY REASON WITHOUT PERMISSION. STUDENTS THAT GET OUT OF THEIR CHAIR WITHOUT THE TEACHER’S PERMISSION IS CONSIDERED DEFIANCE (SEE PUNISHMENT FOR DEFIANCE). RAISE YOUR HANDS FOR PERMISSION IF YOU NEED TO GET-UP.
2. DO NOT ARGUE WITH THE INSTRUCTOR IF YOU ARE REASSIGNED TO A NEW SEAT. FAILURE TO COMFORM IS CONSIDERED DEFIANCE WHICH WILL RESULT IN A CLASSROOM SUSPENSION. ***Education Code 48900 (k)*** *Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials.*
3. DO NOT GET-UP UNTIL THE BELL RINGS IN THE END OF THE PERIOD. ANYBODY THAT STANDS AROUND THE DOOR WILL HAVE TO STAY AFTER CLASS.
4. DO NOT USE PROFANITY IN CLASS. ***Education Code 48900 (i)*** *Committed an obscene act or engaged in habitual profanity or vulgarity.*
5. DO NOT THROW OR PASS ANY ITEMS IN THE ROOM.
6. DO NOT LEAVE YOUR TRASH IN THE ROOM. CHECK YOUR AREA WHEN YOU GET TO CLASS AND BEFORE LEAVING. CHECK TO SEE IF IT’S CLEAN. THERE SHOULD BE NO TRASH IN YOUR SURROUNDING AREAS (UNDER THE DESK OR SIDE OF THE DESK). STUDENTS THAT LEAVE TRASH IN THEIR AREA WILL BE ASSIGNED TRASH PICK-UP AND LOSE THEIR CREDIT FOR THE ASSIGNED WORK FOR THE DAY. REPORT ANY TRASH IN YOUR AREA WHEN YOU FIRST COME TO CLASS SO YOU WON’T GET ACCUSED ON LEAVING TRASH IN YOUR AREA.
7. DO NOT WORK ON OTHER CLASS ASSIGNMENTS FROM OTHER CLASSES. IT SHOWS LACK OF RESPECT FOR THE CLASS SO POINTS WILL BE SUBTRACTED FROM THE CLASS ASSIGNMENT.
8. NO EATING OR DRINKING IN CLASS.
9. DO NOT DISTURB THE CLASS BY TALKING. RAISE YOUR HAND FOR ALL QUESTIONS, ANSWERS, OR COMMENTS. ANYONE SPEAKING OUT WITHOUT PERMISSION IS CONSIDERED DISRUPTIVE AND WILL BE REMOVED FROM CLASS.

***Education Code 48900 (k)***

1. DO NOT INCITE UNREST IN CLASS (INSTIGATE, GET INVOLVED WHEN THE INSTRUCTOR IS DISCIPLINING A STUDENT). IT IS DISRESPECTFUL AND IT LEADS TO ARGUMENTS, FIGHTS AND CLASS DISRUPTION. IT WILL LEAD TO AN AUTOMATIC REMOVAL FROM CLASS. ***Education Code 48900 (k)***
2. DO NOT WEAR SUNGLASSES, HATS (KHS ONLY), OR ANY OTHER TYPE OF HEADGEAR THAT IS NOT APPROVED BY THE SCHOOL IN CLASS.
3. DO NOT PUT YOUR HEAD ON THE DESK OR SLEEP IN CLASS.
4. NO GROOMING - THIS MEANS NO COMBING OR BRUSHING YOUR HAIR, APPLYING MAKE-UP, PERFUMES, LOTIONS (DO IT BEFORE COMING TO CLASS).
5. DO NOT COPY CLASSWORK, HOMEWORK, OR ASSIGNED WORK FROM ANYONE.  IT’S CONSIDERED “PLAGIARISM.” IT WILL RESULT IN “NO CREDIT.”
6. DO NOT CHEAT IN ANY TEST OR FINALS. IF YOU GET
7. DO NOT USE ELECTRONIC DEVICES (IPODS & CELLPHONES). IT WILL BE CONFISCATED AND GIVEN TO SECURITY FOR PARENT PICK-UP.

**\*NOTE: The instructor will provide a written assignment “Standards” for students that constantly forget the rule. It will require the parent’s signature to acknowledge the infraction of rules.**

***\*Education Code 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.***

**OFFENSES REFERRED TO THE VICE PRINCIPAL**  
**All KHS rules apply in class, but the following offenses are carefully monitored in class.**

1. DISRESPECT TOWARD THE TEACHER OR OTHER SCHOOL EMPLOYEES. ***Education Code 48900 (k)***
2. STUDENT DEFIANCE, REFUSAL TO OBEY OR INTERFERENCE WITH EMPLOYEE DUTIES.
3. CHEATING IN ANY TEST, QUIZ OR FINAL EXAMINATION. IF A STUDENT IS SUPECTED OF CHEATING, THE STUDENT WILL NEED TO RETAKE THE TEST AND THE TEST SCORES FROM THE PREVIOUS TEST SHOULD MATCH. IF THE 2ND TEST SCORE DO NOT HAVE A SIMILAR RESULT, THEN THE STUDENT WILL BE REFERRED TO THE VICE PRINCIPAL FOR DICIPLINARY ACTIONS RELATING TO ACADEMIC FRAUD. THIS CAN RESULT IN SCHOOL SUSPENSION(S) AND CAN BE ANOTATED IN THE STUDENT’S SCHOOL RECORD THAT CAN AFFECT A STUDENT’S RECORD FOR COLLEGE.
4. FIGHTING (KEEP YOUR HANDS TO YOURSELF). ***Education Code 48900 (a)***  *(1) Caused, attempted to cause, or threatened to cause*

*physical injury to another person.*

1. SEXUAL HARRASMENT (THIS INCLUDES WHISTLING AND OTHER OBSCENE GESTURES). ***Education Code 212.5***  *"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.*
2. DESTROYING SCHOOL PROPERTY. THIS INCLUDES GRAFFITI (DON’T WRITE ON DESK). ***Education Code 48900 (f)***  *Caused or attempted to cause damage to school property or private property.*
3. DO NOT SELL ANY FOOD OR CANDY IN CLASS. NO EXCEPTIONS!

**Campus Pass Policy**  
DUE TO PROBLEMS OF TRUANCY ON CAMPUS, BATHROOM PASSES WILL BE MONITORED CLOSELY. THE INSTRUCTOR WILL ALLOW A STUDENT TO ONE EMERGENCY PASS ONCE A WEEK. IT WILL BE MONITORED WITH A LOG SHEET TO INSURE THE BATHROOM PASS IS NOT ABUSED. STUDENTS WITH A MEDICAL NOTE WILL BE ACCOMODATED BASED ON THE STUDENT’S MEDICAL CONDITION.

***Student’s Acknowledgment***                           **P*arent’s Acknowledgment***

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 Print Student’s Name                                         Print Parent’s Name

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 Student’s Signature                                            Parent’s Signature

Parent’s Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent’s Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_