**HHS 2014 Civics & Economics**

**Instructor:** Mr. Matthew Handley **Room:** 124 **Phone:** 252-444-5112 Ext: 2124

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Course Information and Description

 Welcome to Civics & Economics! I am very excited to start this new school year and am thrilled to be able to guide you in the study of civics and economics during this year. It is my hope that throughout the semester, students will acquire the skills and knowledge necessary to become informed and responsible citizens. I also hope that as students you will gain academic skills that will serve you throughout your high school career and beyond. We will work throughout the semester to learn note taking, research, debate, critical thinking, group work, and writing skills.

General Policies

Students are expected to follow all HHS policies while in class. This includes, but is not limited to policies regarding behavior expectations, cell phone and other electronic device use, attendance, and tardiness.

Class Rules

* Come to class on time, prepared, and ready to learn
* Respect yourself, your teacher, and your peers as well as other peoples’ property
* Raise your hand and wait to be called upon before you speak
* Pay attention, participate, and **DO YOUR OWN WORK**
* THESE ARE NOT THE ONLY RULES, JUST THE BASICS

Consequences

 Each of you is a young adult, and will be treated as one unless you give me reasons otherwise. Students will be held accountable for their actions and should therefore think about possible consequences before doing something wrong or unacceptable. **YOU** are responsible for your own behavior. Incidents will be handled in the following order:

* Verbal warning
* Parent/Guardian contact and/or conference
* After school detention or teacher determined punishment
* Referral to the office

Missing Class and Making up Assignments

 If you are absent for any reason, excused or unexcused, it is **YOUR RESPONSIBILITY** to check your class’ designated “If You Were Out” folder posted on the bulletin board. You have 5 days to submit make-up work for full credit. If work is submitted after 5 days has passed, you will receive a zero for the assignment. It is the student’s responsibility to see me in order to schedule a time to make up missed tests and quizzes within 5 days. If it is determined that you skipped class, you will **NOT** be able to make up any missed assignments including tests, quizzes, and in-class activities.

Bathroom Policy

 Students should **use the bathroom before coming to class** to avoid constant disruptions. Students will have 3 bathroom passes per 9 weeks and may only go once per class period. No one will be allowed to go to the bathroom during last fifteen minutes of class and only one person may go at a time. You must fill out and take the pass with you. I reserve the right to change this policy if I feel it is being abused.

Required Class Materials

* 3 Ring Binder (2” preferred)
* Binder Subject Dividers
* Notebook paper or Spiral Notebook
* Pencils/Pens
* Textbook (Textbooks need to be covered and should be brought to class every day unless students are told otherwise; random book check quizzes do occur.)

Notebooks

Students are required to keep an **ORGANIZED** notebook/binder for this course. The course syllabus and outline as well as graded work, notes, vocabulary terms, bell ringers, and other class handouts should be kept in the notebook and separated using dividers. Students may set up their notebooks either by unit/chapter or in sections as long as things are easily accessible, neat, and organized. Notebooks will be checked prior to tests to make sure they are up to date and to ensure that you have the proper material to study.

Grading Policy

 This course will be graded using a total points system. Classwork, participation, quizzes, notebooks, projects, and tests will determine your grade for the class. All students will start the semester with a set number of participation points. Throughout the semester, points will be subtracted from this total if students are not actively participating in class and/or conducting themselves in an inappropriate manner. If a student reaches 0 participation points I will then begin to subtract points from their total grade. Total points possible for each assignment is as listed below:

* Participation = 10%
* Quizzes = 15%
* Notebooks = 15%
* Classwork = 10%
* Projects = 20%
* Tests = 30%

**IMPORTANT**: All student work must be legible; if I cannot read your work you will be required to redo it or take a zero. Also, assignments turned in without a name will not be graded unless it is claimed. It is your responsibility to find and resubmit your work.

Midterm & Final Exam (State Common Exam)

 Students will be given a review packet for both the midterm and final exam. The midterm will count as 2 test grades and the final exam (CE) is worth 25% of your final semester grade. These exams are very important to your grade!

Cheating

 **Plagiarism or dishonesty of any kind will not be tolerated.** If it is determined that you have cheated in any way you will receive a zero for the assignment (this includes tests) and your parent/guardian will be contacted along with the school administration. All students are expected to turn in their own work.

Grading Scale

 Any grade below a 70 will be considered a failing grade.

* A = 93-100
* B = 85-92
* C = 77-84
* D = 70-76
* F = 69 and below

Extra Help

 **I will be available to students before school or after school.** I will be at school every day by 7:30am and will stay until 4:30pm 2 days a week for anyone who needs help (I will let you know the days as soon as I can). If these days or times do not work with your schedule I will do my best to meet your individual needs. It is my goal that every student succeeds in my class and I will therefore do my best to provide students with the necessary help. Please do not hesitate to come to me or email me with any questions or concerns.

Parent/Guardian Contact

 I believe that parent-teacher communication is an important part of student learning and success. Parents may contact me through email or by phone to arrange conferences or discuss student progress**. Progress reports will be sent home every other week and must be returned with a parent/guardian signature for a quiz grade.** If questions or concerns arise, please feel free to contact me. Parents please fill out the attached information sheet; students are to return it no later than Friday August 29th.

**Parent/Guardian Information Sheet**

*Please fill out the following information and sign at the bottom along with your student.*

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian #1**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers (please place a star next to the preferred phone number)

 Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian #2**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers (please place a star next to the preferred phone number)

 Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read, understand and agree to the requirements and expectations for Civics and Economics.**

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Student Signature Student Name (please print) Date

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Parent Signature Parent Name (please print) Date