VISTA GRANDE HIGH SCHOOL (2020-2021)

English 9

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Office Hours: *virtual on Teams*

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PARENTS/GUARDIANS: PLEASE KEEP THIS INFORMATION FOR FUTURE COMMUNICATION.

GENERAL RULES

I expect my students to **be leaders** in their own learning. What **you** *get out* of this class depends on what **you** *put into* it. I cannot "make you" learn anything. All CGUHSD Student Handbook policies, including technology use, will be enforced and followed.

ATTENDANCE

- Daily attendance and completion of assignments in each course are vital components of successful online learning.
- In order for students to receive adequate attendance, they are expected to log on to Edgenuity and commit to a daily minimum of 4 1/2 hours, actively engaged in completing the assignments in their courses.
- Edgenuity tracks students idle time (logged on, but not working on assignments) and actual time (working on assignments) every day. The daily 4 ½ hour requirement is tracked using the actual time when a student is logged on and engaged in completing assignments.

CHECKING PROGRESS

- Parents will be notified, usually via email, if student is not making expected progress.
- Parents can also view their student's progress on Edgenuity. Please contact me if you need assistance.

DISCIPLINE PROCEDURES (all subject to severity of offense):

All students are required to be respectful to their selves and others. If student breaks this rule, he/she can expect the following "3-strike" system:

- **1st offense: verbal warning; redirection**
- **2nd offense: Behavior Action Plan/Call home**
- **3rd offense: Discipline Referral**

Expectations:

- Self-guided and live learning will occur with a focus on competency of standards and units of instruction.
- I will provide ongoing feedback and district grading practices will be used.
- Small group and individual tutoring is available. Small group tutoring is available without an appointment. Please contact me if you need additional help to schedule an individual tutoring time.
- Edgenuity training is available for students and parents upon request. Please contact me if you need additional training.
- Parents are encouraged to actively participate in student learning to assist school with ensuring student participation and completion of this course.

Plagiarism Policy

Definition

Plagiarism is defined as claiming or using another's work as your own without proper attribution (credit). This act includes the **copying of information word-for-word from any source**, changing a few or some of the words by inserting synonyms, and/or representing an idea as your own without citing the source. Acts of plagiarism do not always have to be complete essays, reports, or projects, but a sentence, phrase, or two that are taken from another's work and not properly cited. Plagiarism is also presenting someone else's writing, ideas, music, or photography as one's own without crediting sources.

How serious is this problem?

"A study of almost 4,500 students at 25 schools, suggests cheating is . . . a significant problem in high school - 74% of the respondents admitted to one or more instances of serious test cheating and 72% admitted to serious cheating on written assignments. Over half of the students admitted they have engaged in some level of plagiarism on written assignments using the Internet." ~ Based on the research of Donald L. McCabe, Rutgers University

Two Types of Plagiarism

1. **Intentional**: This form of plagiarism on an assignment will receive an automatic zero, a note in their academic record, and disciplinary action to be determined by the administrative team. Teacher will attempt to contact the parent or guardian of the student.

Examples include, but are not limited to:

- ✓ Copying a friend's work
- ✓ Buying or borrowing papers
- ✓ Cutting and pasting blocks of text from sources without documenting (copy and pasting etc.)
- ✓ Media "borrowing" without documentation
- ✓ Using direct quotes, but not placing them in quotations
- ✓ Using information from a source, but not crediting the original source

2. **Unintentional**: This form of plagiarism on an assignment will receive an automatic zero, a possible note in their academic file and possible disciplinary action if deemed a serious offense by the teacher of record. Teacher will attempt to contact the parent or guardian of the student.

Examples include, but are not limited to:

- ✓ Careless paraphrasing: where most of the words are those of the student.
- ✓ Poor documentation
- ✓ Quoting excessively
- ✓ Failure to use your own "voice"

Rationale for academic integrity:

1) When you copy, you cheat yourself. You limit your own learning. 2) The consequences are not worth the risks! 3) It is only right to give credit to authors whose ideas you use. 4) Citing gives authority to the information you present.	5) Citing makes it possible for your readers to locate your source. 6) Education is not an "us vs. them" game! It's about learning to learn! 7) Cheating is **unethical** behavior!