**HHS Fall 2016 Civics & Economics**

**Instructor:** Ms. Whitney Dobbs **Room:** 305 **Phone:** 252-444-5112 Ext: 2305

**E-mail:** [whitneydobbs@cravenk12.org](mailto:whitneydobbs@cravenk12.org) **Website:** <http://msdobbs.weebly.com>

Course Information and Description

Welcome to Civics & Economics! I am very excited to start this new semester and am thrilled to be able to guide you in the study of civics and economics. 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 5 bathroom passes per 9 weeks and may only go once per class period. Students may not use the bathroom during direct instruction, unless there is an emergency, or during the last 5 minutes of class; 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
* Binder Subject Dividers
* Notebook paper or Spiral Notebook
* Pencils/Pens
* Textbook (**Covered and brought to class every day; random book check quizzes do occur**.)

Reading

Students will be assigned textbook reading almost daily and it is vital to understanding the material. While reading assignments are not graded, I do reserve the right to give reading quizzes if it becomes clear that students are not completing the assignment.

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.

Parent Grade Slips

After the first 4 weeks of school, students will be given a parent grade slip to serve as a progress report and to determine seminar for the next 2 weeks. Grade slips are usually given on Fridays and are to be returned with a parent signature on that Monday; these count as quiz grades. If students return their slip signed that Monday they receive a 100% for a quiz grade. Students may turn in their slips the next day (Tuesday) for a grade of 80% on a quiz. Students who do not turn in a slip or who turn it in after the two days will receive a zero for a quiz. Seminar checks (progress reports) are done every 2 weeks after the first 4 weeks of school. If the student has an 85% or higher they are not required to attend seminar, but are always welcome to attend. However, if the student has a grade below an 85% seminar is mandatory and not attending will result in an absence and possibly a referral for skipping class.

Grading Policy

This course will be graded using a total points system. Bell ringers, current events, in-class work, vocabulary, 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:

* Bell Ringers = 5
* Current Events = 10
* In-Class Assignments = 10
* Vocabulary = 10
* Participation = 15
* Quizzes = 20
* Notebooks = 30
* Projects = 50
* Tests = 100
* Midterm/Final Study Guide = 100
* Midterm Exam = 200
* State Final Exam = 25% of Grade

**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. Finally, the internet may NOT be used for certain assignments such as vocabulary, the midterm study guide, and the final exam study guide. Use of the internet on these assignments will result in a zero or grade reduction.

Midterm & Final Exam (NC Final Exam)

Students will be given a review packet for both the midterm and final exam. \*The students may only use their textbook, classroom supplemental books, and class notes for the study guides. Use of the internet will result in grade reduction or a zero. The midterm will count as 2 test grades and the state final exam 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 **\*\*NEW LAST YEAR\*\***

* A = 90-100
* B = 80-89
* C = 70-79
* D = 60-69
* F = 59 and below is a failing grade

Extra Help

**I will be available to students before school or after school.** I will be at school every day by 7:00am and will be able to stay after certain days if needed. I will do my best to work around schedules and 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 September 2nd.

\*I reserve the right to change these policies if it becomes necessary\*