A.I.C.E. General Paper
Ms. Wheeler 2019-2020

<table>
<thead>
<tr>
<th>Instructor Name:</th>
<th>Room: 8-036</th>
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<tbody>
<tr>
<td>Shannon Wheeler</td>
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<thead>
<tr>
<th>Email:</th>
<th>Office Hours: A.L.P.H.A.--B Lunch; before or after school by appointment only</th>
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</thead>
<tbody>
<tr>
<td><a href="mailto:Shannon.wheeler@marion.k12.fl.us">Shannon.wheeler@marion.k12.fl.us</a></td>
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<tr>
<th>Phone:</th>
<th>Remind Text:</th>
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<tbody>
<tr>
<td>352-291-4000 x. 56668</td>
<td>Text @aicegp1920 to 81010 to join</td>
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<tr>
<th>Websites:</th>
<th>Instagram:</th>
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<tr>
<td><a href="https://www.marionschools.net/Domain/14095">https://www.marionschools.net/Domain/14095</a> and Google classrooms (access code required)</td>
<td>@mswheelersenglishclass</td>
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Students can contact me through email, Remind text, Port messages, the class Instagram, or during A.L.P.H.A.. Parents are free to follow the class on Instagram, or contact me through email, Remind text, or by calling the school directly. I will do my best to reply within 24 hours, except on weekends, where you should be able to expect a reply by the following Monday evening.

COURSE DESCRIPTION: A.I.C.E. General Paper is primarily composed of literature and various informational texts. Students will read and interact with a variety of fictional and non-fictional texts including prose, poetry, and drama. Students will also work to further develop their vocabulary and grammar skills. Students will also be actively involved in the writing process and expected to produce well-organized writing that is concise and coherent; students will be writing a variety of analysis, narrative, and informational works. Students will also be expected to complete research that culminates in an essay, oral presentation, and the use of multimedia presentation tools.

MATERIALS NEEDED:
- Pens or pencils
- Paper

QUIZZES: There will be a grammar quiz every Monday. For the grammar quizzes, you may use your handwritten notes in your notebooks. Other quizzes will be announced at least 24 hours prior to the quiz, and they can either be online, Plickers, paper-based, or project checkpoints.

TESTS: Most tests for sections will fall during the block days. If the student is absent the day of the test or receive extended time accommodations, the student is responsible for coming during A.L.P.H.A. and completing the test within one week of the original test date. If you receive accommodations and would like to take this test with your support facilitator, please let me know 24 hours before the test date so the test will be available with them. This, of course, does not extend to midterms, final exams, and Papers 1 and 2, which are scheduled by the school. There are no make-ups given for the midterms, final exams, or Papers 1 and 2. PAPERS 1 AND 2 REQUIRE MANDATORY ATTENDANCE OR YOU MUST PAY FOR THE TEST. Accommodations are handled accordingly for midterms and finals, as mandated by the school. Please speak to me or your support facilitator prior to the exams if you have any questions.
CLASSWORK: Classwork is completed in a variety of ways. There will be essays, short writings, worksheets, peer assignments, Plickers checks, exit tickets, or other assignments. If you are absent or are using extended time accommodations, you have one week from the day the work is assigned to turn it in for full credit.

HOMEWORK: With the exception of Quill, I try not to give any homework. Sometimes, you will have to complete any make-up work or incomplete classwork at home. There will be projects and presentations; you will be given time during class to work on these items, but you may choose to work additionally on these assignments at home, as well. Most importantly, if you are present in class every day and use your time wisely—including A.L.P.H.A.—you will not ever need to do homework for this class.

CLASS PARTICIPATION: Students are expected to actively participate in their learning by reading, thinking, writing, and responding respectfully. All classroom interactions must be civil, respectful, and supportive of an inclusive learning environment for all students. The classroom should be a safe environment for learning at all times. If you feel that a class member is in violation of these policies, please address your concerns with myself, a dean, a counselor, or other school staff member. Disrespect will not be tolerated, and it is an automatic detention.

ITEMS: Throwing, tossing, or any variation of any item will result in an automatic detention. In addition, students are not to touch other student’s bodies or personal possessions at any point in time unless given consent to do so. These are safety concerns, and safety is non-negotiable.

COURSE GRADING: The assignment categories will be weighted in the gradebook in the following manner:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Percentage</th>
<th>Component</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>20%</td>
<td>Reading (Fictional Literature)</td>
</tr>
<tr>
<td>2</td>
<td>20%</td>
<td>Reading (Non-Fictional Text)</td>
</tr>
<tr>
<td>3</td>
<td>20%</td>
<td>Language (Grammar)</td>
</tr>
<tr>
<td>4</td>
<td>10%</td>
<td>Speaking &amp; Listening</td>
</tr>
<tr>
<td>Writing</td>
<td>30%</td>
<td>Student Writing</td>
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I will do my best to grade assignments and enter grades into Skyward by every Sunday night, with a maximum of one week for regular assignments and two weeks for essays and projects. Once grades are entered, they will update to the student’s Skyward immediately. **IF SKYWARD SHOWS AN ASTERISK (*) OR IT IS BLANK, I HAVE NOT YET ENTERED THE GRADE.** Grades with an asterisk do not count against you or for you, so please do not panic if you submitted the assignment. However, the grade will be marked as a zero and missing at the time of grades being entered if the assignment was not submitted.

A.L.P.H.A. SUPPORT: Students can receive assistance with assignments directly from myself during A.L.P.H.A., B lunch.

INCLUSIVE LEARNING ENVIRONMENT STATEMENT: Student accommodations that are filed with the school will be given to those students. If these students would like assistance from their support facilitator or ESOL support staff, they may do so once the teacher has verified that the support personnel are present in their room at the time of the request, or the student may go see them during A.L.P.H.A. If a student has
small-group test administration, please let me know if you wish to utilize this accommodation before the day of the test so I can ensure the student’s support facilitator is available and has a student copy of the exam.

**TARDY/ATTENDANCE POLICY:** Students are expected to arrive in class on time and be present all days. It is critical that students adhere to this attendance policy so they get the most out of this class. If a student is late to class, they must sign in to the tardy log, regardless of the reason for their tardiness (even if they have a pass from another teacher). Unexcused tardies hold the following consequences:

- 1st Tardy—Warning
- 2nd Tardy—Detention
- 3rd Tardy—Call Home
- 4th Tardy or more—Referral

**CALLS/UNIVERSAL HAND SIGNAL:** We will use a variety of calls this year, which are intended to respectfully call attention to students while they are busy working. For example, when the teacher’s hand goes up, everyone should be quiet and listen for instructions. It is a matter of respect; when a student places their hand in the air, it is also expected that they will also be given the opportunity to speak and be heard.

**ANNOUNCEMENT PROCEDURES:** Students should remain absolutely silent during any announcements. For the morning announcements, students are expected to stand for the Pledge of Allegiance, as stated in the Marion County Code of Student Conduct.

**PENALTIES FOR LATE WORK and REQUESTS FOR EXTENSIONS:** Students must submit all work on the date it is due. Late work will only be accepted on a case-by-case basis, and you must speak to me before the deadline has passed to receive consideration for an extension. If you are absent, and have not made previous arrangements, you must turn in the work immediately, per MCPS policy. If it is an online assignment, it is due the day you are absent. If it is a physical assignment, you must turn it in the following day.

**POLICIES ON MISSED EXAMS, MAKE-UP EXAMS OR QUIZZES:** Students have one week from the original testing date to come during A.L.P.H.A. to make up a test or quiz. If the student is absent longer than one week from the original testing date, please contact me directly for other arrangements.

**REGRADING POLICY:** Students will be allowed the opportunity for a regrade only on assignments where they gave full effort on the original. If a student refuses to complete the original assignment, then regrades will not be granted. If a student requests a regrade of an assignment, they must attend A.L.P.H.A., lunch B, within one week and show due diligence to study for the test or revise the assignment before they can attempt a resubmission for regrade. Any test or quiz cannot be taken immediately after grades post; they will only be available at the end of the week after the grade has posted and the student has shown effort to increase their mastery of the concept during A.L.P.H.A..

**TECHNOLOGY POLICIES:** Students will not be permitted the use of their cell phones or any other electronic devices (e.g. Chromebooks, laptops, and tablets) during class unless explicitly instructed to do
so for an assignment. This includes checking the time or for any other purpose. Students that violate this policy will have their privilege to use school electronics revoked, their personal electronics placed in the teacher’s desk for the duration of the class or delivered to Student Services for parent pickup based upon their compliance levels.

ETHICS/VIOLATIONS OF ACADEMIC INTEGRITY: Ethical behavior is an essential component of learning and scholarship. Students are expected to understand, and adhere to, principles of academic integrity. Academic integrity violations include:

- Plagiarism
- Cheating
- Copying or Collaborating on Assignments without Permission
- Falsification of Data
- Other Forms of Deceit, Dishonesty or Inappropriate Conduct

Students who violate this policy can receive consequences which can include failure of the assignment and failure of the course. If you have any doubts about what constitutes a violation of the Academic Integrity policy, or any other issue related to academic integrity, please ask your instructor.

Remember:

- Always cite your sources when you present ideas and/or language that you have not developed yourself, including material from class lectures and discussions.
- Violation of this policy includes collaborating on assignments where collaboration is not allowed and/or utilizing notes, texts, etc. on any assignment where use of such materials is not allowed.

RESOURCES FOR STUDENTS

Purdue Online Writing Lab (OWL) is an excellent resource for students looking for information on writing.
https://owl.english.purdue.edu/owl/

Online Dictionary
https://www.merriam-webster.com/

Online Thesaurus
http://www.thesaurus.com/

DISCLAIMER: The instructor reserves the right to make modifications to this information at any time throughout the year.