**2020-2021 Advanced SAT Prep**

Dawson High School Ms. McCoy, Mrs. Myers and Ms. Spain Room 2814
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Welcome to a new school year at Dawson High School. We are excited about this challenging and fulfilling course. Please read the following information about the class.

**Course Description:**

SAT Prep is designed to promote the critical reading, thinking, math, writing, test prep, and college preparatory skills necessary for success on the SAT and PSAT Tests.

**SAT Exam:**
On April 13, 2020, Dawson will have a school wide SAT day. Students in SAT Prep will take the REAL test at school during this day. EVERYONE in the class will take this test (even 12th and 10th graders).

**Course Assignments:**Assignments count either as daily grades or major grades. You can expect one daily grade per week. A full length practice SAT will be given at the middle of every nine weeks, leading up to the real SAT in the spring. These practice SAT Exams will constitute our major grades each nine weeks. **The expectation is that all students complete all of their work, all of the time. Students who fail to meet this expectation will be required to attend mandatory tutorials.**
Since work is completed in class, there is **NO LATE WORK ACCEPTED for daily grades.** Daily grade assignments which are not complete are not accepted, and do not receive any credit. Do not expect everything you do to be a grade. Some things are done just for the pleasure of learning and/or practice. The teacher reserves the right to give pop quizzes, as needed, on all assignments.

*Khan Academy*: All students will create a Khan Academy account for EVEN MORE practice problems and personalized tutoring built around their SAT weaknesses. We will use this program every Monday, which will count as a daily grade each week. You are encouraged to practice using the “Practice” tab (not the “Tests” tab) at home as well. In addition, if you finish your classwork early, you are expected to work on Khan Academy for the duration of the period. Data has shown that six to eight hours of Khan Academy increases your score eighty points. Please utilize this valuable tool wisely.

**Classroom Expectations:**

In SAT Prep you have TWO teachers: Ms. McCoy (math) and Mrs. Myers or Ms. Spain (verbal). Both teachers have access to grades and attendance. Students are divided into two groups: Yodas and Dumbledores. Classes will switch every other week: one week of math and one week of verbal (or vice versa). We do reserve the right to move your group if needed.

While in class, your behavior should reflect these seven guidelines:

1. Be Respectful. (Do not talk while I am talking; use proper language; do not touch anyone’s belongings, including mine!)

2. Be on Time. (Be sitting in your correct seat when the bell rings.)

3. Be Prepared. (Have all required materials and be ready to learn!)

4. Be Accountable. (You are responsible for yourself and your actions!)

5. Be Productive. (Be helpful, encouraging, and positive.)

6. Be an Advocate for Yourself. (Communicate when necessary: the good, the bad, the ugly, the beautiful.)

7. Be Present and Mindful. (Unless directed by proper authorities, all electronic devices, including cell phones,
 smart watches, ear buds, and laptops/tablets, are in backpacks!)

**Course Procedures:**

* **Absences-** Class attendance is crucial to the SAT Prep curriculum. Avoid scheduling appointments that would conflict with this class. Work that is due on the day of a school-sponsored field trip (sports, band, dance) must be given/submitted to me before you leave on that field trip, competition, etc. If a student misses class, he or she is responsible for ALL work missed. The student is responsible for visiting Canvas and completing the work that is posted before returning to class. Specific instructions are posted every day on Canvas.

Students have one class day per excused absence day to complete make-up assignments. Teachers may consider extenuating circumstances of individual students and allow more time to complete the assignment(s). Students who fail to make up an assignment within these guidelines will receive a grade of zero (0) on the assignments. **It is the student’s responsibility to find out what assignments were missed during his/her absence. The teacher will not seek out the student to remind them of missed work. Again, the student is responsible for visiting Canvas and following make-up work instructions.**

* **Reassessment policy**- Students are expected to attend weekly tutorials for assistance during “office hours” in order to begin the reassessment process. Reassessment will not be allowed for semester exams as those are comprehensive in nature**. Students may NOT reassess a practice SAT Test.**

Students will have a period of **THREE** school days from **the day the grade is posted in Skyward** or returned to the student to correct a quiz or daily grade assignment that they receive a failing grade on. The highest grade the student can earn to replace the failing grade is a 70. If the student earns another failing grade, the higher of the two grades will be given. The student is only given ONE reassessment opportunity. Unsubmitted or blank daily assignments cannot be reassessed.

* **Tardies-** I will send you to the tardy station if you are not in your seat with your materials when the bell rings.
* **Food/Drink –** Until you lose the privilege, food, water, and gum are allowed. Be neat. Be discrete. (And share with the teacher!)
* **Prohibited Items** – Keep all your prohibited materials (phones, tablets, etc.) at home or concealed in your backpack or locker. IF I SEE THEM I WILL TAKE THEM UP.
* **Tutorials**: My official tutorials are set by the campus administrator and posted on my classroom door. Additional tutorials times may also be offered.
* **Substitutes**: When I am not in class, the same procedures and rules apply. Substitutes always know everything about how the class works. Be on your best behavior with substitutes. Any names written down by substitutes will receive an hour of detention.
* **Errands/Grooming**: Please take care of all phone calls, locker trips, getting an admit from the attendance office, buying an ID, bathroom breaks, grooming activities (applying makeup, brushing your hair), etc. in between classes. Bathroom breaks are for emergencies only; **no students will be allowed to visit the bathroom on a test or quiz day, so request bathroom visits before testing begins.**

**Netiquette:**

 **Professionalism**: When you are in class online, you should behave as if you were in the classroom.

* Dress code: You should be clothed according to the Dawson dress code policy (clothing, facial hair, etc).
* Distractions: Pay attention to your surroundings. You should not attend class in an environment where your background or ambient noise is distracting to yourself or others in the class. Try to use headphones whenever possible.
* You should be seated at a table or a desk, not on a couch or your bed.
* Behavior: Do not engage in distracting behavior, especially while your peers or teacher is talking.
* Digital Citizenship: Remember that all posts on Canvas, Office 365, and TEAMS will have your name attached. Read (and re-read) before you post. Unless you communicate to the teacher directly, all comments are public.
* Attitude: Be respectful of yourself and others.
* If you choose to change your background, you must use either the “classroom” background or “office setting” background in TEAMS.
* **Privacy:** Similar to the in-person classroom, we may have virtual parent or administrator visitors to class. Furthermore, some lessons may be recorded for absent students to review. This applies when you speak out loud or comment on a public thread/discussion for students in-person and online.

**Communication**:

* Use correct grammar, spelling, and professional language in your communications with the teacher and your classmates.
* Do not interrupt the teacher or your classmates. If you have a question raise your hand and wait for the teacher to call on you.
* Mute your microphone unless you are speaking.
* Do not overuse the chat box and understand that the teacher is not monitoring the chat while they are actively teaching. Attempt to find your own answer before asking the teacher.
* If you wish to communicate privately with the teacher, use either the teacher’s email or your Canvas message center.
* If you have a technical difficulty, notify me immediately via Canvas messenger. Do not email me. I will not see it in time to help you.

**Attendance**: To be counted as present, you must:

* Be logged in and on time. It is better to be early than late.
* **Keep your camera** on and stay engaged with the lesson.
* Do not leave early or miss large parts of the class. This includes turning your webcam off for long period of time while class is in session.
* Do not eat or drink while in class; a snack or water bottle is appropriate. You should not be eating a full meal while in class.
* Identify a backup plan now. What is your plan to attend class if your wifi goes down or your computer crashes?

**Cheating and Plagiarism**:

* The regular Pearland ISD policy is in effect. See the Handbook.
* Remember you cannot repeat, re-do, or re-assess the zero that you earn from cheating.
* ANY unauthorized assistance is considered cheating, including your peers, your parents/guardians, the internet, etc. Unless I give you permission in the instructions to use a particular resource, it is not allowed. (For example, if I say you may use your book, but you use sparknotes.com OR ask a peer to revise a timed writing before submitting, this would be considered Academic Dishonesty).

**Course Supplies:**

Students should buy these for their own personal use. They should be brought to class every day.

1. **1 binder OR folder** (REQUIRED) *This is a place to “house” ONLY your SAT Prep handouts, not a place for all other classes’ handouts.*
2. **Writing Utensil**

**Plagiarism/Cheating/Homework/Helping/Working Together:**

Unless you are notified otherwise, ALL assignments are individual assignments. Your work cannot show evidence or a reflection of anyone's work but YOURS. Consider everything in this class to be individual work unless it is officially written in the directions for you. **Discussing a test or quiz you have taken with another student taking the course who has not yet taken the test or quiz is cheating and will be treated as such**. The following honor code applies to every class assignment; signing the statement below indicates you have read, understood, and abide by this policy for every assignment you turn in. Any assignment that violates this code will be considered cheating.

Please review the official DHS Cheating and Plagiarism Policy from the Dawson Parent/Student Handbook 2020-2021:

**Academic Dishonesty**

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Cheating includes, but it not limited to the following:

1. Using any sources not authorized by the teacher (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments.

2. Using unauthorized electronic equipment (including cell phones) during an examination or other assignment.

3. Altering or tampering with grades

Plagiarism includes, but is not limited to the following:

1. Using the ideas and/or words of another person without giving that person appropriate credit;

2. Representing another’s artistic or scholarly works as your own

3. Submitting a paper purchased from a paper research service, including the Internet

4. Using undocumented Web sources

Other specific examples of Academic dishonesty

1. Allowing another student to copy from your paper

2. Knowingly giving your homework, term paper or other academic work to another student to plagiarize

3. Having another student submit any work under your name

4. Lying to improve your grade

5. Stealing tests, assignments, or answer keys

6. Forging signatures on documentation

7. Collaborating without the permission of the teacher

8. Providing material or information to another person with the knowledge that such aid could be used in any of the violations stated above.

**CONSEQUENCES**

Consequences are outlined below:

* **Daily Grade**
	+ First infraction: Zero(0) on assignment; Two (2) hours Detention Hall; Notification of parent by teacher
	+ Second infraction: Zero(0) on assignment; Referral to Assistant Principal; Six (6) hours Detention Hall; Notification of parent by teacher and Assistant Principal
	+ Repeat infractions: Zero(0) on assignment; Referral to Assistant Principal; Three (3) day assignment to ISS; Notification of parent by Assistant Principal; Conference with student, parent, and teacher
* 2B**Major Grade**
	+ Zero (0) on assignment
	+ Office referral and detention or ISS assigned, depending on level of infraction
	+ Opportunity for retake is forfeited
	+ Removed from National Honor Society, National Junior Honor Society and any other Honor Society that is an organized school program.
	+ Additional consequences for repeat infractions
		- Weighted GPA is removed (Advanced Academics)
		- Must take final exam (Not allowed to exempt)
		- Findings of **academic dishonesty** reported on college application

\*The zero may not be dropped and must factor into the term average**.**

**Student/Parent SAT Prep Acknowledgement**

**\*\*\*\*\*\* PLEASE SIGN EACH LINE AND RETURN \*\*\*\*\*\***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I have read the entire SAT Prep Student Syllabus, including the Course Description, Course Assignments, Expectations, Netiquette, Procedures, Supplies, and the Plagiarism Policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I understand that I will be taking a **real SAT test** on April 13, 2020 no matter my grade level.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I understand the rigorous nature of this course. I am up for the challenge. I understand there is **NO late work for daily grades**. I am prepared to do all work assigned and learn what is needed for me to be successful in this course and on the SAT test.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I understand that I may be asked to view videos in YouTube. I am aware that I need to disable the automatic play feature that allows the next video to play because my instructor cannot be responsible for content other than the assigned video.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I understand the class rules.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I am fully aware of the Cheating/Plagiarism policy here at Dawson High School and will comply with the above objectives throughout the remainder of this school year. Should I choose to abuse this policy, I understand the consequences that will proceed. I understand that this is my warning and any infractions will be punished. I understand if I am caught cheating, my teacher will notify National Honor Society and coaches/club sponsors.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I understand that if I turn in work that was not labeled group work, it is individual work. As individual work, it should not be done in groups, it should look different from every other student’s work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initials) I understand that all course work is posted on Canvas, including due dates and digital copies of course materials. Reminders will be sent through Canvas. To receive those reminders, I will appropriately set up my notifications in Canvas. **I understand grades are only official in Skyward, NOT Canvas.**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent(s): I understand that all course work is posted on Canvas. My student has shown me the class site and discussed the features with me.

Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_