

# Mrs. Kiernan's Class Policies

## AP Language and Composition

### Students are expected to:

- Be on time and in uniform upon entering the classroom!
- Be prepared to participate in class.
- Display a Christian and respectful attitude at all times.
- **Abide by the Academic Honor Code written on pg. 3 of the school handbook. Students will write out and sign the pledge on every test, quiz, essay, and project they submit for a grade.**
- Complete their **own homework (including study questions), quizzes, tests, and essays!!!**
  - Cheating is never tolerated and will result in a zero on the assignment, along with ten detentions and a phone call home (refer to academic honesty policy on pg. 36- 37 in the student handbook). A cheating offense in my class could also prevent a student from being considered for Advanced Placement Literature next year!
  - Plagiarism = using someone else's thoughts, ideas, or words without giving proper credit (for example, failing to properly cite sources in an essay or research paper).
  - **Turnitin.com** - on assigned due dates, all students will submit a hard copy of their work to me and an electronic copy of their work to the website - turnitin.com. Once the essays have been submitted, an originality report will be run for every essay. This report will assist students in learning how to properly use outside sources and cite them in their essays. Appropriate disciplinary measures will be taken for students who submit writing that is copied from a source and is undocumented or documented incorrectly.
- **Abide by the Paul VI Catholic High School Technology Policy (pages 11-13 in the school handbook).**
  - We have been granted the privilege of conducting our class in a computer lab on a full time basis. It is imperative that we demonstrate our respect for this privilege by using the technology for its intended purpose on any given assignment. There is a monitoring system installed in the lab, so I will be aware, immediately, of any student straying from the assigned task; appropriate disciplinary measures will be taken when necessary.
  - During class periods that do not require the use of the computers, the students will be directed to turn off the monitors and flip up the keyboards in order to eliminate any distractions or temptations during instruction , presentations, or testing.
- Turn their work in on time. Students will lose ten points for every day their work is late. Any work not turned in at the time I collect it in class is considered late and will lose the appropriate number of points. Vocabulary homework is **never accepted late!**

- Check my website every day for their homework.

### Homework:

- Is assigned and checked on a regular basis.
  - Check plus = flawless work; went above and beyond in terms of responses to assigned questions; could result in extra credit on overall homework grade.
  - Check = assignment is complete, but may have some errors.
  - Check minus = incomplete assignment; assignment has more errors than correct answers.
  - Zero = no assignment turned in.
- Late homework is unacceptable, unless it is the result of absence from school.
- All assignments must be legible! All final essay drafts and projects must be typed and double-spaced.

### Make-up Work:

- Students have one day for each day they were absent to make up work that was assigned during their absence.
- It is **the student's responsibility** to see me for any missed handouts and to get notes from a classmate or my website (click on the handouts button).
- It is also **the student's responsibility** to arrange a time to take make-up tests or quizzes immediately. Failure to do so within the first week the absent student returns to school will result in a zero on the missed test or quiz!
- Any project that was due the day a student was absent is due the day the student returns to class.

### Grades:

- Composition (journals, DBQs, timed writings, essays) - 40% of quarter grade
- Tests - 25% of quarter grade
- Quizzes - 20% of quarter grade
- Homework/class participation - 15% of quarter grade
- It is the responsibility of students to keep track of their posted grades on Panthernet. In the case of an erroneous entry, students have one week after a grade has been posted to contact me regarding necessary corrections.

### Contact info:

- [mkiernan@paulvi.net](mailto:mkiernan@paulvi.net) - when e-mailing me, please be sure to put your child's name in the subject!
- [pvikiernan@gmail.com](mailto:pvikiernan@gmail.com)

**AP Exam Date: Wednesday, May 12, 2010**

