

**World History Honors**  
*Mrs. Horwatt*  
Huffman@westlake.k12.oh.us

**Rules & Discipline Policy**

- 1) Three tardies results in a teacher detention.
- 2) Do not speak while I am conducting class. Raise your hand to speak.
- 3) Respect the rights of others in class.
- 4) No electronic devices. All backpacks, book bags, Purses, etc. will be kept on the floor.
- 5) No food or drink (except water) in class.
- 6) Sit in your assigned seat, do not move or switch seats without permission, and stay in your seat until the end of class.
- 7) Do not vandalize or litter the room.
- 8) Follow directions the first time they are given.
- 9) Be Polite
- 9) **Follow all school rules.** (A list of these may be found in the student agenda book and online at the school's website)

All violations of the classroom rules will result in documentation in the discipline log. The following (with the exception of such actions that require more immediate consequences) are the consequences for repeated violations of classroom rules:

- 1) Student-teacher conference/ warning
- 2) Teacher detention
- 3) Parent contact
- 4) Parent contact & office detention
- 5) Office referral (extended day or suspension)
- 6) Suspension

\*Punishments may be heightened in the case of a substitute teacher

Teacher detentions are fifteen minutes long and will be served after school. Students will have two days to serve a teacher detention. Failure to serve a teacher detention will result in the automatic issuance of two office detentions.

**Class Calendar**

Students will be given a calendar of assignments. It is your responsibility to know what is due and when it is due. If you are absent, it is your responsibility to look on your calendar to see what you missed.

**Participation**

You must be prepared to participate in a positive fashion on a daily basis in order to be successful in class. Participation points may be applied to your grade

### **Grading Scale**

Your grade will be determined on a plus/minus grading scale:  
A=90-100, B=80-89, C=70-79, D=60-69, F=0-59

Please refer to the Westlake High School Discipline Code:

#### ***Final Grade Computations***

“Final grade computations are determined by an average of each quarter and the semester ending exam. Each quarter receives 40 percent weight while the exam receives 20 percent.”

Please monitor your class grades on Progressbook.

### **Late Assignments**

Assignments that are not turned in on time will be accepted **ONE** day late **for half credit**. No assignments will be accepted after that time. All assignments (unless otherwise noted) are due at the beginning of class, any assignment turned in after I collect work will be considered late.

The only acceptable excuse for a long term assignment would be absence from school the entire day that the paper or long term assignment was due. The assignment is due immediately upon return to the building. Broken computers, printers, etc. are not an excuse for not having an assignment. Please print them out before coming to class.

**PLEASE HAVE TYPED ASSIGNMENTS PRINTED OUT PRIOR TO ARRIVING IN CLASS. I WILL NOT ALLOW YOU TO USE CLASS TIME TO PRINT THEM OUT.**

### **Cheating/Plagiarism**

Copying, “borrowing” work, and plagiarism (including cutting and pasting from the internet) are prohibited and will result in a zero for the assignment. Everyone involved will receive a zero for the assignment, which means that if you provide someone with information and/or answers, YOU will receive a zero too. DON’T CHEAT, it will only hurt you.

Please refer to the Westlake High School Discipline Code:

#### ***Rule 6 - Academic Dishonesty***

“No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

## **Absences**

If you miss class it is **YOUR** responsibility to ask the teacher for the work you missed. You have as many days as you were absent to make up the work. Any assignments that were due on the first day of your absence must be turned in immediately upon your return. I will not hunt you down.

Students who are absent on a test or quiz day will be required to take the missed test or quiz upon their return. The exception is students who have been absent one or more days immediately prior to the test or quiz. Students who are absent on test or quiz day may be required to take a different version/format of the test.

**Unexcused absences** (this includes cutting class): no work will be permitted to make up and all assignments due and assigned on those days will receive a zero.

Please refer to the Westlake High School Discipline Code:

### ***Excused/Unexcused Absence***

“Absences from school will be classified as excused or unexcused. A note or call from a parent needs to be made to the attendance office in order to explain the absence. Only when the absence is excused will the student be allowed to make up work and receive credit.”

1. “Except in cases of planned absence, a student has one day for each day of excused absence to make up any incomplete work.”
3. “Teachers reserve the right to set firm deadlines for long term assignments/projects (refer to the teacher’s course syllabi)”

## **Class Materials**

You must bring your book and other class materials, including notes, paper, and writing utensils to class each day, unless otherwise instructed. I will NOT provide writing utensils or paper to students and extra books are not kept in the room.

You are expected to save ALL of your class materials (homework, worksheets, handouts, tests, quizzes, notes, etc.) in a folder or binder. A binder would be the most useful method of keeping your materials organized. This will help you in preparing for tests, papers, and the mid-term and final exam. The returned items also serve as a “receipt” verifying that you turned in the assignment and were graded on it in case of any problems with Progressbook.

### **Cell Phone, iPods, and Other Electronic Devices**

No cell phones, i-pods, etc. permitted in class. If I see them at any time in the room, I will take them and give them to your assigned assistant principal.

Please refer to the Westlake High School Discipline Code:

#### ***Rule 17 - Electronic Devices***

No student shall use radios, televisions, telephones, cellular phones, pagers, laser pointers or any other equipment on school grounds during school hours that interfere with the educational program or the operation of the school. Because of their potential disruptive and distracting nature to the operation of the school, electronic devices as specified above may not be carried with students during the school day and must remain in the student's locker or checked with the office.

Electronic devices used or carried in violation of this rule may be confiscated and returned only when their appropriate use is assured

### **Movies & Film Clips**

I do not show “fluff” or “filler” movies. Everything I show in class has a purpose. We will be watching several movies, film clips, and historic newsreel footage. These pieces play an important role in your education of the curriculum and the selections are designed to enhance the learning process. Students may not sleep, talk, or work on other assignments during viewing. If you are absent and there is an assignment relating to a movie, it is your responsibility to talk to me and or rent the movie in order to complete the assignment prior to the due date.

## Student/Parent Signature Form

I have read through the previous four pages of information concerning the rules, discipline plan, procedures, and expectations for Mrs. Horwatt's World History Honors class.

Please let me know if you have any questions or concerns!

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Student Name (Please Print)	Student Signature	Date
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Parent Name (Please Print)	Parent Signature	Date
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Parent E-mail Address (if available)

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Parent contact Phone Number

**Please feel free to e-mail me with any questions or concerns!**  
**Huffman@westlake.k12.oh.us**