

Essays and Projects:

These must be submitted to Canvas by **the end of the class period to which you are assigned on the day they are due.**

Essays and some projects should be completed using **MLA format.**

Plagiarism:

Copied work, whether from another student or other source, is considered plagiarism and **WILL NOT BE TOLERATED.** Those students who choose to submit copied work will be given a zero, a referral and they will be subject to the additional consequences outlined in the Olympia Student Handbook.

Attendance and Make-up:

Students are accountable for obtaining and completing all assignments and information missed due to an absence. When absent, it is your responsibility to review and complete missed assignments listed on **Canvas.**

Students that know that they are going to be absent, should make arrangements prior to your leave. Students that are going to be out for an extended period of time should check **Canvas daily** for assignments. Students have the same number of days missed plus one to make up any work.

Tardy Policy:

You **MAY NOT** enter the classroom once the bell rings without a tardy pass, a pass from a teacher, or a pass from an administrator. **Upon obtaining a pass:** return to class, sit down quietly and get ready to work immediately. Class will continue without you, so it is in your best interest to be prompt, prepared and ready to work when you show up for class.

Behavior:

As upperclassmen, you are responsible for setting a good example for other students on campus and leading by example. Students are expected to show respect for themselves and for others by being encouraging and constructive, by using appropriate language, by being prepared, by treating school property and other's property appropriately and by following school rules and policies. If students do not meet my expectations, consequences such as student/ teacher conferences, calls or e-mails home, parent/teacher conferences, or discipline referrals may result.

Student / Teacher Responsibility:

In order for me to help you, you must accept the responsibility for your learning. You are entitled to the best education our great nation has to offer. You are accountable for your learning and for fostering the learning of your fellow students. As your instructor, it is my responsibility to give you the tools and skills needed to learn at your full potential as well as provide you with meaningful feedback on assignments in a prompt manner. I have an open door policy; meaning you can request private assistance at any time that does not disrupt class. I will do all that is in my power to aid in your success and support you in your learning. However, you are the most important component in the learning process. You must **choose** to learn and improve.

Covid-19 Face-to-Face learning guidelines:

Returning to in-school learning amid a worldwide pandemic is one of the most challenging issues the school system has ever had to face. There are a number of safety guidelines that must be followed for us to succeed, some of the most important requirements for in-class behavior are written below:

- Students should wear a face mask over their nose and mouth in the classroom at all times.
- Students will be seated and should strive to remain at least 6 feet (or the maximum distance possible) away from any other member of the class at all times .
- Students should expect to minimize the use of communal classroom resources. For at least the first nine-week period, all work will be digital. You may be expected to assist in cleaning your workspace before the end of class.

Remember: **This syllabus is a living document and all elements are subject to change.** Any changes to the document will be posted in Canvas.