

Mount San Antonio College Administration of Justice
East San Gabriel Regional Occupational Program

COURSE REQUIREMENTS/CLASS EXPECTATIONS

ATTENDANCE:

1. Be in class and on time. (School cut/tardy policy will be enforced)
POOR ATTENDANCE WILL AFFECT YOUR GRADE
2. Tardies or absences will result in **NO CREDIT ZERO** for the class opening activity unless you make up the activity by printing it at home from my webpage and turning it in the NEXT day you are in class for 80% credit.
3. Class work missed due to absence which cannot be assigned as make-up will result in (N/A) exempt – THIS DOES NOT HURT OR HELP YOUR GRADE. (IE: Video Points). If you are in class the activity will help your grade unless you lose points for not paying attention. (SLEEPING OR DOING OTHER NON CLASS RELATED WORK). Repeated infractions may result in a referral to GLC.

BE PREPARED:

1. Bring required books, handout materials, paper, # 2 pencil, each day.
NO PENCIL FOR EXAM -- NO CREDIT / NO EXCEPTION

CHEATING:

1. If cheating occurs the paper of the involved parties will be thrown out and a zero recorded for the activity. Parents and/or Grade Level Coordinator will be notified. Parties involved will be placed on a contract.

GRADING POLICY:

1. Based on **accumulated point total** for the following assignments:
a. quizzes and tests b. classwork c. homework d. extra credit e. attendance g. class participation
2. **Grades will be based on the following:**
 - a. "A" Excellent 90-100%
 - b. **"B" Superior** **80-89% (MINIMUM GRADE FOR COLLEGE CREDIT)**
 - c. "C" Average" 70-79%
 - d. "D" Below ave. 69-55%
 - e. "F" Failing 54% and below
3. If you have questions about your grade or missed work please see me before, after class or send me an email.

HOMEWORK:

1. Homework is due on the assigned day to be collected and graded. **LATE WORK** will be accepted one day late if you were in class on the day it was assigned for 50% credit. If you are absent the day it is due then, it becomes due the next day you return to class. Accept **RESPONSIBILITY** for your required work and turn it in on time.
2. **MESSY OR ILLEGIBLE PAPERS WILL BE RETURNED TO BE RECOPIED. I DO NOT GRADE WHAT I CAN NOT READ!!!!!!**

QUIZZES AND OPENING ACTIVITIES:

1. Terminology quizzes will be given. If you are absent on the day of a quiz you must make it up on the designated make-up day or you will receive a zero. There will be no make ups for missing a class video that has a grade component.
You will receive a N/A.
2. If you are absent for an opening activity go to my webpage and print the assignment. Complete the activity and turn it in the day you return to class for partial credit. (4 out of 5 points for example).

TESTS AND EXAMS:

1. You have designated make up days and times after your return to class to make up a test. A make up test will be taken on **DESIGNATED MAKE UP DAYS IN CLASS** (make arrangements with the instructor). Generally the days make-ups are given are when we have a video scheduled so **CHECK MY CALENDAR ONLINE**.
2. **UNEXCUSED ABSENCES** on the day of any test, or assignment due may result in a failure or point penalty for that assignment.
3. **UNEXCUSED TARDY** on the day of any test, or assignment due may result in a failure or point penalty for that assignment.
4. You must make up missed work on the next designated make up days or your grade will automatically become a zero.

CLASS BEHAVIOR:

1. Students must be in the classroom before the tardy bell rings.
2. **NO FOOD OR DRINKS OTHER THAN WATER** will be permitted in the classroom.
3. Students ***are expected to be respectful and not talk or disrupt class*** while a lesson is being presented.
4. Students are to remain in their assigned seats at all times until dismissed by the instructor.
(**NO LINING UP AT THE DOOR** to wait for the bell)
5. **IF YOU HAVE A QUESTION PLEASE RAISE YOUR HAND.**
6. Students are expected to work on assigned tasks. The only material to be on your desk is your notes for this class and pen and/or pencil.
7. Students will have six bathroom breaks per semester and must sign out and sign back in on the clip board that is hanging on the right side of the bookcase to the right of my desk against the back wall.
8. Students will not complete other teachers assignments or any work unrelated to this class
UNLESS I SPECIFY OTHERWISE. If I see you doing other work it **GOES INTO THE "ROUND FILE (Trash Can and I will call that teacher)."** This includes notes to friends.
9. Dozing off, sleeping, not paying attention or doing homework during videos will result in point loss for the video. **Excessive dozing off and sleeping will result in a referral to your GLC.**
10. Reading other instructors textbook's, comic books, magazines or newspapers in class is not permitted.
11. **No radio's or cellphones may be used in class** - if I see or hear it **you will be sent to the office with a referral. FIRST OFFENSE = REFERRAL**
12. Use of obscenities of any form, making inappropriate, offensive or threatening remarks towards others will not be tolerated and will result in an immediate referral to your GLC.
13. **Personal Grooming: applying make-up/lotions/sprays, brushing hair needs to be done prior class.**
14. **COPYING WORK FROM ANOTHER STUDENTS PAPER DURING CLASS ASSIGNMENTS OR COPYING THEIR HOMEWORK CONSTITUTES CHEATING UNLESS I SPECIFY OTHERWISE.**
15. All assignments turned in require your **NAME, PERIOD, ROW, and TITLE.** Eventually there will be point deductions.

CONSEQUENCES: *Unless otherwise specified above - If Class rules are not complied with the following action may result:*

1st Offense: Warning 2nd Offense: Warning. 3rd Offense: Referral to coordinator and/or possible parent contact

*****NOTE:** If you are defiant the instructor reserves the right to skip any step and move to the appropriate consequence.

REVISED 8/15/2016