

Civic Literacy
Guidelines and Procedures-Summarized
Mr. Brooks
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Course Summary:

Civic Literacy is designed to prepare students to be informed, responsible, and engaged citizens in a democratic society. The course covers the foundations of American government, civic responsibilities, political processes, and the rights and duties of citizens. Students explore how laws are made, how government institutions function, and how individuals can influence public policy and decision-making through voting, advocacy, and civic participation.

Class Policy

1. **Be Respectful-** Wait till I acknowledge you to speak, refrain from speaking while others are speaking, and make sure you do not distract others from learning.
2. **Come to class on time-** This means in the room, not on the way to the classroom
3. **Be prepared-** Always bring your history notebook to class, something to write with. Bring your Chromebook fully charged to class each day.
4. **Work hard-** The only person who can hurt your grade or hold you back is yourself. If you don't like where you are, find out the problem and work to fix it.

1.Respect Yourself/the Classroom/ and Me

1. You will be expected to use this freedom in a mature fashion, otherwise it will be reduced.
2. If you must go to the bathroom during class time, we follow the 1 in 1 out policy, and you must always take the bathroom pass. Frequent/especially long trips will be scrutinized uncomfortably and may result in a loss of privileges. At Tuscola, we use the Smart Pass system for when you need to leave class for any reason.
3. Food- Students may eat in my class, as long as they are not being distracted. Classes who leave the room dirty may lose this privilege.
4. If you have any concern/request that is not relevant to the entire class, please wait until it is an appropriate time to ask. (do not interrupt me while I am talking to ask to use the bathroom)
5. **ABSOLUTELY NO CELL PHONE USAGE IS PERMITTED IN MY CLASS. You Will have one warning to put away your phone and then it will be taken. Please refer to new state law regarding cellphone use in the classroom.**

2.Arrival and Dismissal

- You must be in the classroom when the bell rings (not running to the room or running into the room) If you do not have a pass, you will have a recorded tardy.
- Do not pack up your materials early. I will dismiss you on time and you will have time to collect your things before the bell rings.

- Please reserve personal questions for outside of class time (ex. Asking to for grade averages/ missing work)
 - Please go to the bathroom before class. Check-in with me before you go to the bathroom so that I know where you are.
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4. Work Expectations

Each assignment you are given will have specific guidelines; as a general rule, work of high quality is required for all assignments. I will do my best to have grades uploaded into Infinite Campus promptly by Friday of each week. Please be mindful when it comes to checking your grades.

All assigned coursework should be submitted the day of or, if assigned at the end of class, by the beginning of the following regularly scheduled class session unless otherwise noted.

5. Attendance

Attendance will be taken for all class periods. Students with 10+ absences (excused or unexcused) must file a formal appeal to the Attendance Appeals Committee to request course credit. Furthermore, if a student is absent for more than 6 days in this course, they will be expected to make this time up after school in attendance recovery.

6. Grading Policy

- Report cards will be sent out at the end of each six weeks. There will be 3 six week grading periods and a final exam for each semester. Each 6 weeks grading period will count as 25% of a student's final grade. The final exam will also count 25% of the final grade.
- Grading evaluation:

Homework grades: These are typically low-stakes assignments meant to reinforce learning and practice skills. 15% of your overall grade.

Minor grades: These are larger assignments or quizzes. 35% of your overall grade.

Major grades: These mostly consist of projects and tests. 50 % of your overall grade.

Final exam: The final exam will also count 25% of the final grade.

Parent Signature: _____

Date: _____