

Dear AP English Language and Composition Parent or Guardian:

The purpose of this letter is to welcome your student to AP English Language and Composition and to give you an overview of the material to be emphasized and class policies. The AP English Language and Composition course is designed to substitute for a college-level composition course. Therefore, students will experience a level of discourse and work load on par with university freshman composition courses.

I feel that individual instruction is extremely important. I encourage students who are dissatisfied with their grade on a major written assignment to make an appointment for an individual writing conference. In order to simplify communication between teacher, students and parents/guardians, I have developed a **class website** featuring a detailed College Board approved syllabus, class assignments, handouts, due dates, and links to helpful websites. Please explore it at < www.mrgunnar.net >, and place it among your bookmarks/favorites for regular visits. Hopefully you will find the website a convenient tool in your involvement with your student's schoolwork.

Materials: 2"+ loose-leaf binder, notebook paper, dividers, black pens, pocket dictionary

Policies

- While students are not required to take the AP exam, any student who chooses not to take the exam will earn English 11 credit rather than AP English credit on his/her transcript.
- All students must take the practice AP English Language exam on April 25, 2008. The practice exam emulates the exam atmosphere, and the score represents a significant portion of the their final grades.
- **Homework is due at the beginning of the period.** According to school policy, students who were **absent on the day the work was assigned** must hand it in within two class days of their return for full credit. If the absence was unexcused or due to suspension, the assignment is penalized one grade level. If I assigned the work **prior to the absence**, it is due within 24 hours of the student's return. Each major assignment will have two due dates: the first represents full credit; the second represents a maximum grade of C. After the second date has passed, the work receives a maximum grade of F. Athletics, extracurricular activities (field trips), and planned absences require submission of assignments **prior** to the scheduled absence for full credit. Therefore, students must make a conference appointment prior to a planned absence. It is the **student's responsibility** to schedule conferences and to arrange for the submission of missed assignments due to an unplanned excused absence. Computer issues are **not** a valid excuse. **Students will not pass this course if their work is consistently late, or if they attempt to submit the bulk of their work toward the end of the semester.**
- Because AP classes require a commitment on the students' part, they must attend class regularly. **Because regular attendance is vital to students' success, daily points will be given for instruction. Students who are absent will receive no points for that day whether or not the absence is excused. To achieve the instruction points for the class missed, students must schedule an appointment within 48 hours of their return for alternative instruction. Students receive a reduced number of instruction points if tardy. Furthermore, excessive absences and tardiness (excused or unexcused—over nine per semester) will result in a reduction in their final grades.**
- Successful students will demonstrate skills indicative of quality workers by being on time, bringing required materials, completing homework assignments, participating in class discussions, and respecting the opinions of others.
- Successful students will demonstrate accountability by listening closely in class.

- **All final drafts of out-of-class written assignments are to be typed or word-processed and must adhere to the essay format (MLA) unless otherwise specified.**
- Students are **not allowed** to bring food, drinks (except water) into the classroom.
- Cell phones **must be turned off** during class time. Any cell phone use during class time may result in disciplinary action.
- Hats may not be worn in the classroom.
- **Stereos and Ipods/MP3s must be turned off during instruction.**
- **I reserve 20% of a student's grade for attitude, behavior, achievement, attendance and participation.**
- I use the standard grading scale: 90-100 A, 80-89 B, 70-79 C, 60-69 D, 59 and below F. Individual papers are graded on a 0-9 AP scale, the scale used in AP 12.
- Students are allowed three passes per semester for personal reasons. Students may not leave the class for more than 10 minutes. If your student has a physical problem that requires more than three passes, please discuss this with a counselor or me.
- All students will remain in their seats until the bell rings. Students in the final period class will put their chairs on the desks.
- The CHS and JCPS conduct code will be strictly enforced including the **Zero Tolerance Policy** concerning cruelty, harassment, excessive teasing, discrimination, violence, and intimidation. Foul language, derogatory remarks, and disrespect toward classmates, teachers and school staff will not be tolerated.
- **Cheating and plagiarism on schoolwork will result in a zero on the assignment and could result in suspension. Students may be required to process their papers through "Turnitin," a plagiarism prevention site, before submission.**
- Lack of respect toward the property of others (including writing on or defacing desks), and disruptive behavior (including talking out of turn) could result in removal from the classroom and a referral.

I am available by appointment. I encourage you to visit the class and/or schedule a conference.

Rolf Gunnar, (303) 982-5263
 E-mail: rgunnar@jeffco.k12.co.us
 Class website: www.mrgunnar.net

Note: A copy of these expectations and the course syllabus are available on the website.

SIGNATURE OF PARENT OR GUARDIAN _____

E-MAIL ADDRESS (optional) _____

Plagiarism Contract

Plagiarism can be defined as submitting another person's ideas, words, images or data without giving that person credit or proper acknowledgement. Plagiarism, a form of academic dishonesty, is tantamount to stealing and will not be tolerated. In order to clarify what constitutes plagiarism, you should be aware that you have committed plagiarism when you:

- use phrases quotes, or ideas not your own;
- paraphrase the work of another even though you may have changed the wording or syntax;
- use facts or data not considered common knowledge;
- submit a paper written for another class (academic dishonesty);
- submit a paper from an essay service or agency even though you may have paid for it (these papers are usually of low quality, so you probably did not get your money's worth);
- submit a paper by another person even though he or she may have given you permission to use it.

You should also note that plagiarism not only encompasses written work, but also computer data, research, musical scores, video programs and visual arts.

Plagiarism is a serious issue, especially in an academic environment. Teachers must be able to rely on the integrity of a student's work in order to maintain a climate for successful learning. Plagiarism reflects on character; therefore, you should diligently avoid inadvertent plagiarism. When you are unsure if acknowledgement is needed, ask your teacher. The penalties for blatant plagiarism include loss of all credit for the assignment with no opportunity to rewrite. This may significantly lower your final grade. Furthermore, plagiarism, a form of cheating, can result in suspension according to the Jefferson County Public Schools conduct code. We will discuss methods for avoiding plagiarism as the school year progresses.

I, _____, am aware of the serious nature of plagiarism and will not intentionally use or submit someone else's work without acknowledgement. Furthermore, I will not misrepresent someone else's work as my own.

Signature _____ **Date** _____

I have read this contract and understand the consequences of plagiarism.

Parent/Guardian _____ **Date** _____

Note: *You may be required to process major papers through Turnitin before submitting them.*