

Documents Verification Form

Mrs. Mitziann Stiltner: English 3

A goal of this course is to prepare students with the ability to meet the demands of the collegiate work standards as well as those of the work force; therefore, it is important that students understand deadlines and how to manage their time accordingly. Time management is a difficult skill for some to master; it is easier to master in a setting where the environment is friendly and advantageous. Students will be given numerous opportunities to earn points toward their grades; therefore, the loss of a few points will not hurt, but students will need to keep up and pay attention to deadlines. The following policy is designed to encourage the learning and mastering of time management.

Sustained Silent Reading (SSR) will be held several days per week to encourage students to read and analyze what they read. Students will read at least two novels during the nine week period and potentially three or more depending on the student. A weekly grade will be given for reading and logging what they read about. SSR is not something students can make up; therefore, grade considerations will be made for all students allowing for two unexcused reading log recordings.

Homework is to be turned in on the date it is due; if you are out of school with an excused absence then you will be given the same number of days missed to complete the work. If the work is not turned in within the timeframe, you will receive a zero on the assignment. If you are in school on the day an assignment is made, then present when the assignment is due you will not be given additional time to turn in the assignment. If your absence is counted UNEXCUSED by the school administration then you will NOT be allowed to make-up work.

Reading Projects will be conducted on a regular basis through a variety of book projects and novel assignments. Each assignment will vary in goal and points. These reading projects will NOT be taken late because they will be worked on over several weeks.

Papers / Projects are to be turned in on time. Papers / Projects turned in one day late will receive half credit only. Projects turned in two days late will receive 25% credit, after the third day all papers / projects will receive a zero. If you are going to be out on the day an assignment is due, contact me. If possible, email the assignment to me or have a parent or friend drop it off at the school. If you are going on a school related field trip you MUST turn in any homework, paper, or project before you leave in order to get full credit on the assignment. My email address is stiltnerm@jcschools.org. Major assignments must still be turned in on time. I assume you have been working on it and can email me the paper, or contact me about why it will not be turned in on time. If it is impossible to email, then you MUST have it when you return to school. IT IS YOUR RESPONSIBILITY TO TALK TO ME ABOUT ANY MISSED WORK DURING YOUR ABSENCE: I WILL NOT COME TO YOU! You will not be given additional time to make up work for an unexcused absence. Please talk to me BEFORE a problem arises to work out a solution. I will not give any extensions once a due date has passed.

Plagiarism Procedures: When it is suspected a student has plagiarized a paper, I will locate the source of the plagiarism, copy the assignment sheet, essay, and plagiarized material (which will be kept on file and provided to the parents upon request). I will then meet with the student and counselor in the counselor's office to explain the consequences and hear the student's story. Additionally, I will outline, both verbally and in writing to the student, the SHHS policy and consequences for plagiarism and cheating: You will receive a zero on the assignment, and we must call home because this is considered cheating.

Because I believe in allowing a student to face the consequences of their actions, I will allow the student 24 hours to discuss the issue with their parents. At this time, if I have not heard from the parents, I will call home in order to explain the situation and provide a grade update to the parent – as this will cause a rather substantial drop in the student's grade. Additionally a copy of the student's progress report at the time will be sent home by the student.

Consequences:

A zero on the assignment and the student is afforded no further opportunities to work on essays of any kind outside of class. This means when I assign an essay, they must remain after school or come before school to complete their project. All policies are at the discretion of the instructor.

By signing the Documents Verification Form, you acknowledge the receipt of my classroom information listed above. I have read and understand the classroom policies of Mrs. Mitziann Stiltner.

Student Signature _____

Date _____

Parent Signature _____

Date _____

EMAIL CONFIRMATION INFORMATION ON REVERSE SIDE OF PAGE

At different times during the session, students may need to email me (stiltnerm@jcschools.org) with questions about assignments, exams, or to turn in assignments due to absence. The section below will provide me permission to communicate with your student via email. If it is NOT acceptable for me to communicate with your student via email, please sign in the appropriate section. If you would like me to copy you when I send an email to your student, please list your email address as well.

It is permissible to communicate with my student at the following email address:

PLEASE PRINT

Student Email: _____

Student Signature _____

Parent Signature _____

Date _____

(Please print your email address)

Parent Email address _____

It is NOT permissible to communicate with my student through email.

Parent Signature _____

Date _____