**AVIATION HIGH SCHOOL**

*Steven R. Jackson, Principal*

**Humanities Department Student Expectations**

Dear Families:

Humanities classes at Aviation High School have the following expectations, which are in addition to the school-wide grading policy and expectations document. Please read this document carefully. This document focuses on your partnershipas a parent to support your child’s success in school and our responsibility as teachers to create an effective learning environment.

You can communicate with teachers through their Department of Education email address (@schools.nyc.gov). Please allow up to two school days for a response. A directory of email addresses can be found on our school website: <https://www.aviationhs.net/faculty_and_staff>.

1. **COURSEWORK SUPPLIES:**
	1. All students must bring at least two blue or black pens, pencils, and an 8 ½” by 11” loose-leaf binder to class every day.
	2. Students must have a separate section in their binder dedicated to each class they attend. Notebooks will be checked periodically, so it is important that students keep them neat and organized.
	3. Students must be able to access digital platforms and resources such as Google Classroom daily. All students will complete their coursework in Google Classroom in the event of a classroom or school-wide closure. Parents can receive progress reports from Google Classroom to monitor their children’s academic progress. We encourage parents to register for these updates.
	4. Teachers may require students to bring in additional materials such as highlighters, index cards, post-it notes, etc.
2. **ATTENDANCE:**
	1. Students are expected to attend class every day.
	2. Students must bring a signed excuse note on the day they return to class following an absence. If a student is out for three or more consecutive days for a medical reason, a doctor’s note must be brought in on the day they return to class. They must also see their Counselor before returning to class.
	3. If possible, all clinic and other health care appointments should be made after school to minimize lost instruction time.
	4. An excused absence from school does not excuse the student from any missed assignments. It is the student’s responsibility to make up all missed assignments or exams.
	5. In the event of a classroom or school-wide closure, students will report their attendance by completing their class assignments online.
3. **ROUTINES:**
	1. All students must behave in a respectful and professional manner when they are interacting with all members of the school community, both inside and outside of the classroom.
	2. In writing and speaking, students must use language that is respectful and adheres to academic standards.
	3. Likewise, all students must behave in a respectful and professional manner in their online classroom platforms. While students are engaged in their online coursework they are expected to behave as if they were in the classroom. Whether in the classroom or online, inappropriate behavior will be treated very seriously.
	4. All students are required to be on time every day. If the assigned teacher is absent, students must still attend class and complete all assigned work provided by the substitute.
	5. Cheating is a serious offense. Cheating and plagiarism will result in a zero for the assignment. Students must produce their own work.
	6. Cell phones and other digital devices may only be used in the classroom at the direction of a teacher. Students must remain on task while using electronic devices.
4. **GRADING POLICY:**
	1. CLASSWORK AND PARTICIPATION (20%)
		1. All students are expected to actively engage in group discussions and complete in-class assignments, tasks, and projects. Active participation in class discussions is a key element to success in this class and students are expected to demonstrate their understanding of the coursework.
		2. Students are required to be prepared every day with the proper text and materials, and to keep all returned assignments.
	2. HOMEWORK (20%)
		1. Homework is assigned on a regular basis. Parents and students should check regularly to ensure that assignments have been completed.
		2. Points may be deducted for homework turned in late, and late assignments may not be accepted after three school days beyond the due date.
		3. Absence from class is not an excuse for missing homework.
	3. EXAMS, ESSAYS, AND PROJECTS (60%)
		1. Exams, essays, and projects will be assigned at least one week in advance.
		2. If a student cannot take an exam on the day it is scheduled, it is their responsibility to arrange a make-up exam with their teacher.

**Each marking period grade is independent, but the grade shown for the 6th Marking Period in June will be the cumulative final grade for the whole course.**

RESOURCES:

* Aviation Career and Technical High School <http://www.aviationhs.net/>
* Google Classroom [https://classroom.google.com](https://classroom.google.com/)

***Students must keep this signed contract for the entire school year.***

We have read and discussed the Humanities Department Expectations.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_