

**Addendum to Class Syllabus**  
Moanalua High School, 2020-2021  
Instructor: Mr. Jason Nagaoka, G-102

<b>School Phone:</b> (808) 305-1000	<b>Email Address:</b> jason.nagaoka@k12.hi.us
<b>Cell Phone:</b> (808) 392-4779	<b>Course Website:</b> <a href="http://www.jnagaoka.net">http://www.jnagaoka.net</a>

**Purpose**

- This document outlines changes made to the class syllabus due to the COVID-19 pandemic.
- This document applies to all classes, except where specified.
- This document may be revised at any time. Last updated: August 15, 2020

**Safety Precautions**

The following rules and procedures are in place in order to minimize the risk of infection to students and teacher.

- Except in emergencies, the classroom doors are one-way paths—students enter the classroom through the door nearest the Library, and exit the classroom through the door nearest the Cafeteria.
  - This has always been an unofficial policy, but now will be strictly enforced.
- Face masks must be worn at all times during class.
  - Students who blatantly violate this rule will be asked to leave the classroom immediately, and will be sent to Administration for insubordination.
- Desks and chairs are positioned so students will be seated a minimum of six feet apart.
- Students should avoid sharing of personal items (e.g., pencils or pens).
- Students should avoid physical contact as much as possible (e.g., no hugs, high fives, handshakes, etc.).
- As much as possible, students should maintain clean hands by washing them with soap and water.
  - When hand washing is not possible, hand sanitizer is available for student use
- The last five minutes of class each period are dedicated to clean up of student areas.
  - Desks, chairs, and shared tools (such as calculators or manipulatives) will be sprayed with a disinfectant; students will be responsible for wiping everything down using paper towels.

Regarding students who may be sick or ill:

- Students who exhibit any symptoms of respiratory illness should not report to school under any circumstances.
- Students who unexpectedly feel a need to sneeze or cough should do so into a disposable tissue (or their elbow).
- Students will be sent immediately to the Health Room upon the onset of any symptoms related to respiratory illness (e.g., coughing, sneezing, etc.).

Regarding the Classroom Rules of Conduct, as outlined in the original class syllabus, the following revisions or guidance are now in place:

- Students may consume food and beverages in class, but this is discouraged.
  - Students should wash their hands properly with soap and water prior to consuming food and beverages.
- Students are allowed to use the microwave, but must disinfect the keypad and handle after its use.
  - This will require students to wash their hands with soap and water after disinfecting but before consuming their meal.
- Students who wish to use the restroom must sign out and in using their own pen.
  - Paper passes will be used instead of the laminated restroom pass.

## **Attendance**

Attendance will be taken every day that a class is scheduled to meet (including virtual Wednesdays), whether the student is participating face-to-face or virtually.

- Every day that a class is scheduled to meet (including virtual Wednesdays), a short online assignment will be posted on Jupiter Ed.
  - Students participating virtually must complete this assignment by 4:00 p.m. in order to be marked Virtual Present. Otherwise, they will be marked Virtual Absent.
  - Students participating face-to-face must complete this assignment by 11:59 p.m., but it is not tied to their attendance.
- Students participating face-to-face will have their attendance based solely on actual presence in the classroom, not on any online assignments.

Regarding class periods on 100% virtual days:

- There are no plans at this time for required synchronous class sessions.
  - Class periods will be dedicated for optional office hours. Students who need assistance can log on to receive help from Mr. Nagaoka.
  - URL for AP Calculus AB: <https://bit.ly/NagaokaAB2021>
  - URL for AP Calculus BC: <https://bit.ly/NagaokaBC2021>
  - URL for CAP: <https://bit.ly/NagaokaCAP2021>
  - URL for Math Workshop 9: <https://bit.ly/NagaokaMW2021>

## **Weekly Video Messages**

- A short weekly video message will be sent to all students and parents via Jupiter Ed.
  - This message will be sent every Sunday at 12:00 a.m.
  - The purpose of these messages is to keep students and parents aware of the plans for the week, and to serve as reminders for important deadlines.
  - These videos will feature closed captioning for those who need it.
  - The script of each video will also be shared for those who prefer to just read the message, though this is not recommended as there may be important images shown during the video message.

## **Tutorial/Office Hours and Communications**

For the duration of distance or hybrid learning, Tutorial (offered on C3 days) will be modified.

- On face-to-face days, Tutorial will be offered in-person only.
- On 100% virtual days, Tutorial will be offered online via Webex Meetings only.
  - URL: <https://bit.ly/NagaokaTutorial2021>

For the duration of distance or hybrid learning, the typical after school office hours (i.e., 3:25 p.m. to 5:00 p.m. daily) will be modified.

- On face-to-face days, after school office hours will be offered in-person only.
  - Office hours will typically be abbreviated by one hour (i.e., offered from 3:25 p.m. to 4:00 p.m.).
- On 100% virtual days, after school office hours will not be offered.

Students who need assistance after school officially ends should utilize the following:

- Students may ask questions of their peers and the teacher in a designated Jupiter Ed forum.
  - Students are encouraged to respond to their peers' forum posts when they feel comfortable doing so.
  - Mr. Nagaoka will attempt to respond to forum posts when possible, typically within 24 hours. Forum posts directed to Mr. Nagaoka that are received after 9:00 p.m. will probably not be answered until the next calendar day.
- Students may message (via Jupiter Ed) or email Mr. Nagaoka if they wish to keep their questions private.
  - Mr. Nagaoka will attempt to respond to messages and emails as soon as possible, typically within 24 hours. Messages and emails received after 9:00 p.m. will probably not be answered until the next calendar day.

## Policies regarding AP Calculus

Regarding assigned lessons:

- A collection of lessons (typically four sections for AB, five sections for BC) will be assigned for every two-week period.
  - Edpuzzle videos will be available starting at Sunday at 12:00 a.m., and will be due on the second Saturday by 11:59 p.m.
  - Homework and classwork assignments will be due on the second Saturday by 11:59 p.m.
  - Homework and classwork assignments may be modified to omit certain problems. Please follow any provided directions (as posted on Jupiter Ed) carefully.

Regarding textbooks:

- For the duration of distance or hybrid learning, physical copies of the textbook *Calculus, AP Edition*, 9th ed. will not be available to sign out.
  - Instead, PDF versions of the text can be provided through Google Drive (moanalua@k12.hi.us account) by request.
  - The PDF files are divided by chapter, so students must specify which chapter they request access to.

Regarding graphing calculators:

- For the duration of distance or hybrid learning, and as supplies last, students may sign out a TI-Nspire graphing calculator for home use.
  - The graphing calculator utilizes a rechargeable battery. Included with the calculator is a USB cable. An adapter to plug the USB cable into an outlet is not available.
  - The cost of the calculator, if lost or irreparably damaged, is \$150.
  - The graphing calculators available for sign out come from an older set, so they may malfunction at times. Students should communicate immediately with Mr. Nagaoka if their device fails to work. Every effort to provide a replacement device will be made, but this cannot be guaranteed.

Regarding assessments:

- On face-to-face days, class will start with a short 20-minute quiz.
- Required online assignments can also count toward student grades, but will be considered formative and may be weighed less.
- Some assigned problems or tasks may be aligned with the AP Calculus mathematical practices (MPs), rather than the content-specific EU statements.
- In lieu of a cumulative exam, student learning portfolios may be used as the culminating product for the term.
- Student learning portfolios are collections of students' work, which exhibit the depth of learning achieved.
  - A reflection template, organizational structure, and expectations will be shared at a later date.
  - The student is to include their best work in their portfolio, as well as reflections on their learning.

Regarding grades:

- An assigned student learning portfolio will be considered a project for grading rubric purposes.
- To earn an A, students may be required to earn a to-be-determined percentage of possible points on all MP-aligned problems or tasks from the term.

## **Policies regarding CAP**

Regarding assigned lessons:

- A new lesson will be assigned for every two-week period.
  - Each lesson will be available in Jupiter Ed starting at Sunday at 12:00 a.m., and will be due on the second Saturday by 11:59 p.m.

Regarding assignments from CAP 9-11:

- Students will see assignments listed in Jupiter Ed for each CAP year.
  - Students who have completed all lessons for that CAP year will see “Submitted” as the status of the assignment.
  - Students who have not completed all lessons for that CAP year will see “Missing” as the status of the assignment.
  - Detailed instructions regarding what lessons are missing and how to submit them will be shared with each individual student.
  - Students should submit digital copies of their work via Jupiter Ed’s Turn In feature.

## **Policies regarding Math Workshop 9**

Regarding assigned lessons:

- An online assignment will be posted in Jupiter Ed every day we have class.
- Required online assignments should be resubmitted when required after the student applies teacher feedback.
- All student work should be saved, as they can be used as artifacts for the student learning portfolio due at the end of the term.