

Supplement to CAP Syllabus
Moanalua High School, 2018-2019
Instructor: Mr. Jason Nagaoka, G-102

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Classroom Rules of Conduct

My expectation is that students will conduct themselves as responsible young adults at all times. Some specific policies to note include:

- Students must sit in their assigned seat.
- Students must use proper language in class. Swearing and use of derogatory terms will not be tolerated.
- Students may use electronic devices (e.g., cell phones, laptops, tablets) in class with prior teacher permission and for educational purposes only. Otherwise, students will have their electronic devices confiscated and turned in to a vice principal.
- Students may consume food and beverages, but all trash must be thrown away in the trash cans.
- Students are allowed to use the microwave, as long as it is kept clean.
- Students who wish to use the restroom must sign out and in, and must have the restroom pass present with them while outside. If the restroom pass is lost, the responsible student must pay a \$5 replacement fee.

If these expectations are not followed, then any of the following consequences may occur:

- Verbal warning
- Seating assignment change
- Student-teacher conference during non-instructional time
- Parent-teacher conference by phone or in-person
- Referral to administration

Academic Honesty

Students are expected to always act in an ethical, academically honest manner. Students who cheat, plagiarize, or perform any other dishonest act will be reported to administration for disciplinary action.

Course Website (<http://www.jnagaoka.net>)

I regularly update my course website with a course calendar, list of homework assignments, digital copies of handouts, links to online resources, and other files. Students who lose any handouts must print their own from the course website; I do not make extra copies.

Required School Supplies

All of the following supplies are required, and will not be provided in class—students must bring their own:

- Planner or assignment book
- Folder paper
- No. 2 pencils and erasers
- Ballpoint pen with black or dark blue ink
- Straight edge (identification card or ruler)

A three-hole paper punch, stapler, tape dispenser, and electric pencil sharpener are all available in class for student use. You do not need to ask permission to use these, but you should not interrupt class while doing so.

Tutorial and Office Hours

Tutorial periods are designated times when teachers are to make themselves available for students who need additional assistance. The times are listed below:

A1 days:	2:51 p.m. to 3:25 p.m.	C3 days:	2:01 p.m. to 3:05 p.m.
A3 days:	2:51 p.m. to 3:25 p.m.		

Tutorial periods are “optional” because they occur after the last class period of the day. While students are not required to remain on campus, they are encouraged to stay and see their teachers for help.

Office hours are designated times in addition to the Tutorial periods when I make myself available for students who need additional assistance. Typically, office hours are offered from 3:25 p.m. to 5:00 p.m. daily.

If any schedule conflicts occur with ample warning, I make every attempt to announce these changes in class and on the course website. Please note, however, that there are times when meetings run late, impromptu meetings are called, or other unforeseen events occur that prevent me from being available during my normal office hours.

Assessment Policy

Assignments are assigned weekly, and must be submitted for review the following week. Students who submit unsatisfactory work will be asked to resubmit after making revisions. All assignments are mandatory.

Determining Grades

All assignments are graded on a 0-2 rubric. Unsatisfactory work will receive 0 points. Work that is close to satisfactory, but still requires minor revisions, will receive 1 point. Satisfactory work will receive 2 points. Students may continue to resubmit assignments until they receive the maximum score.

Assignments that are not submitted by the initial due date will be marked “missing” and will receive 0 points until they are submitted. Missing assignments may be submitted at any time until the final due date, though it is recommended that students submit their missing assignments as soon as possible.

To receive an S grade in the course, a student must receive 2 points on all required assignments. Additionally, students must submit all assignments in an organized manner in their CAP folder at the end of the quarter.

If a student receives 0 or 1 point on any assignment, or if the student fails to submit all assignments in an organized manner in their CAP folder, this will lead to an automatic U grade.

CAP and Personal Transition Plan (PTP) Credits

During grades 9-11, CAP is a year-long course. For each of these years, students who earn a final year grade of S will earn 0.5 elective credit. During grade 12, CAP is split into two semester-long courses, Personal Transition Plan (semester 1, 0.5 required credit) and Advisory (semester 2, no credit).

Earning the PTP credit is required in order to graduate with a high school diploma in the State of Hawai'i. In order to earn the PTP credit, students must have completed all required assignments from all four years of CAP/PTP.

Students who earned a final year grade of U are expected to continue working on previous CAP folders until all work is completed. The previously awarded grades will not be changed, but the late completion of the CAP folder will be noted when considering the PTP credit requirements.

Students who are new to Moanalua High School will work with their College and Career Center counselor to complete an abbreviated or condensed version of the PTP requirements for those years that are missing.

Jupiter Ed (<https://login.jupitered.com/login/?10584>)

Students (and their parents/guardians) may monitor their performance in the course via Jupiter Ed. Information regarding completion of assignments are included online.

A letter grade and percentage will be automatically calculated upon submission of each assignment. Furthermore, a grade update will be posted at mid-quarter and at the end of the quarter.