

Podium Power

Course Policy

Attendance

- All classes meet once a week.
- Students are expected to attend class, to arrive on time, to have prepared reading, writing and/or oral assignments, and to participate in all in-class discussions.
- Attendance is expected at every class; illness being the exception. All courses cover a lot of material in a short span of time. Some assignments are a group project, which means other students are depending on you to contribute your share of the work.
- Parents should make every effort to arrange other activities around class schedules. One or two students absent from one class can totally alter activities for that class day and cause the class to get off schedule. An absence also means missed opportunities for the absent student.
- If you must miss a class please notify the instructor; ahead of time when possible.
- Missed work is due when you return as well as the assignment that is due on the day you return.
- Students who are in class but unable to give an oral presentation because of medical reasons must have a note from the parent. Otherwise the assignment will be considered late.

Grading Policy

- The following grading system applies to all classes.

A + = 97-100	A = 94-96	A - = 90-93
B + = 87-89	B = 84-86	B - = 80-83
C + = 77-79	C = 74-76	C - = 70-73
D + = 67-69	D = 64-66	D - = 60-63
F = Below 60		

- Grades are posted online through a secure site, ThinkWave.
 - Each student will have a unique ID so their grades are private.
 - Assignments for each semester are also posted on ThinkWave along with due dates.
- All assignments must be turned in at the time they are due.
 - If there is a problem meeting the due date the student should discuss this with the teacher in advance.
 - I will penalize late work according to the following schedule:
 - First late assignment-- 5 point deduction
 - Second late assignment --10 point deduction
 - Third late assignment --15 point deduction
 - All future late assignments – automatic "0"
 - This schedule is for any assignment given with a minimum of two weeks notice. Any assignment with less than two weeks notice that is late will only be excused with a note from a parent.
 - There is no makeup of in-class work.

- For information on specific course evaluation and requirements refer to the course syllabus.

Podium Power Online Classroom

- The Podium Power Online Classroom requires a user ID and password. This web site is similar to Blackboard used by most colleges.
- All students must sign up to use this web tool. Notes and links to resources are posted at the Online Classroom.
- Students will also have access to a forum where they can discuss assignments.
- Some classes will require students to post responses to assigned questions. Information will be in the syllabus.
- Debate students might also be asked to join a Podium Power Yahoo debate group.
- Parents are also welcome to join. Please request an invitation.
- All sites are members only. Instructions on how to join will be given during class.

General

- Cell phone use is not allowed during class. Turn off the ringer before you come to class. I reserve the right to take possession of a student's cell phone for the duration of the class if the student uses the phone during class time.
- When there is a group assignment, each student is expected to contribute equally.
- Be respectful of other's ideas and opinions.
- Be sure to clean up your work area at the end of class. This "school" does not have a paid janitor!
- NO GUM CHEWING or EATING DURING CLASS and NO SODAS! Planned parties are an exception.
- Bring all required materials, including paper and pen/pencil to each class unless otherwise notified. You will need a binder or folder to keep notes, handouts, etc. Debaters will receive a binder, dividers, flow pad, and post-its which are included in the registration fee.
- Parents, you are welcome to observe and/or take pictures of your child's presentations if your presence does not interfere with their performance. Please discuss this with your child before the presentation.

Communication

- If you have questions please ask. If you are unable to ask before, during, or after class you may e-mail me at learn@podiumpower.net. For a quick response, please call. Home phone: 512.280.5407 Cell phone: 512.569.1677.
- Email is the official means of communication. Please notify me if your e-mail, mailing address, or phone number changes.