



CLASS POLICIES [2024-2025]

ENGLISH 5: EFFECTIVE COMMUNICATION FOR PRE-UNIVERSITY STUDENTS I

1. CONSULTATION SCHEDULE

- a. Inform your teacher of your desired date and time of consultation via Google Chat.
- b. To avoid conflicting schedules, check your teacher's Google Calendar before booking an appointment.
- c. Book a 20-minute consultation via Google Calendar and include the link to your Google Document.
- d. You are given TWO (2) consultation credits per quarter, which may either be face-to-face (in the faculty room at a time agreed upon by both the teacher and the student) or asynchronous (meaning a draft has been submitted for comments). No consultations shall be done within the week of the **DEADLINE OF THE FINAL OUTPUT** (e.g., consulting the afternoon before the end-of-the-quarter deadline).
- e. Before the scheduled consultation, ensure your teacher can access all your files. Always hyperlink them to Google Calendar when booking an appointment. In addition, you are highly advised to share your files via email and Google Chat.
- f. Show up when booking a face-to-face consultation. Do not cancel your appointment on the scheduled date and time unless you have valid reasons (emergency and medical concerns). Attendance in the consultation tracker will be monitored.

2. ATTENDANCE

- a. Attendance will be checked 10 MINUTES after the starting bell. Those in class by this time are the only ones considered present; those who are late should go straight to the Registrar to get an admission slip. Enter the class once you have it so you can still participate in class activities. However, if you miss a quiz because of your tardiness, you must make up for it on a different schedule within three (3) days.
- b. The same attendance rules apply when classes are held in the library or other places inside the campus. Report to your teacher first before proceeding to your work.
- c. For those representing the school in a competition or conference, inform your teacher at least a day before the event and let them sign the Student Representation Form (SRF).
- d. Only **excused absentees** can make up for quizzes, exercises, and activities if the student presents the excuse slip from the Registrar. Excused absentees can only make up within one week after their return to class; however, this may be dealt with on a case-to-case basis.

3. SUBMISSION OF TASKS

- a. Rest assured that your teacher will give you plenty of time to accomplish all your tasks.
- b. *Timely Submission (on the Deadline)*: The requirement may obtain full marks.
- c. *A day after the deadline up to two days before the Scholarship Committee Meeting*: There will be a deduction of **10 POINTS** from the total score.
- d. *One Day to a Few Hours Before the Scholarship Committee Meeting*: There will be a deduction of **20 POINTS** from the total score.
- e. *After the Scholarship Committee Meeting*: The requirement WILL NO LONGER BE ACCEPTED.
- f. You will receive a reminder via email (cc HRs/ASAs and parents/guardians) should your requirement/s be missing or not submitted on time.
- g. You are responsible for regularly checking Google Classroom, KHub, and your email/GChat for instructions, lecture notes, and other important files.

4. SUBMISSIONS

- a. Each research group (good for the year) should create their own submission folder, where all the requirements (group, and sometimes, individual) shall be stored. You need to encode your names and paste the link to your submission folder in the spreadsheet in our LMS.
- b. Follow the labeling convention below:
 - i. File Name: SURNAME1, FIRST NAME INITIALS_SURNAME 2, FIRST NAME INITIALS_SURNAME 3, FIRST NAME INITIALS_BLOCK_REQ CODE and Title
 - ii. Example: Wyson, JD_De Castro, Dela Cruz, J_11A_SA1 Brainstorming Sheet
- c. Give your teacher 5-10 DAYS to check and return your paper.

5. DATA PRIVACY

- a. The personal information that will be asked from you will be used to design lessons that will best cater to your class and individual needs. Your information will not be shared with anyone or published outside of the school and will thus be treated with confidentiality. They will be kept in a secure Google Drive that only your teacher can access and will be deleted once your final report cards have been released. Your rights under the Data Privacy Act of 2012 are highly valued. To exercise such rights, please go to this Google Site: <https://bit.ly/DataPrivacySite>.
- b. Keep ALL written requirements in a portfolio envelope or a secure Google Drive. If you want clarification or request a grade correction, you must present these requirements to the teacher as hard proof of your compliance. Without these, the teacher will not change the grade.
- c. All materials shared by your teacher and/or your classmates (such as their original written work) with you should be used only for your own consumption and academic purposes, as they are all intellectual properties. They should not be shared with anyone outside of your section or block.

- d. With your permission, only teachers may take photos or videos of the class activities, and only for academic purposes. Should you need to take pictures or videos, ask your teacher first.
- e. Ensure that any requirement you submit online is shared only with the intended recipients.
- f. Secure your Google Folder files for your English class requirements from unauthorized access.

6. ACADEMIC HONESTY

- a. IT IS UNDERSTOOD THAT PLAGIARISM IS A CASE OF ACADEMIC DISHONESTY. Only original works (whether minor or major requirement) and those with a less than 15% originality rating from Turnitin will be accepted and graded; otherwise, the paper will be subject to a plagiarism case. The Discipline Office will deal with and give sanctions for such cases.
- b. Truth and integrity are the pillars of a stable and productive society, so **academic honesty must always be observed**. Violations of this principle may come in different forms:
 - i. Plagiarism (verbatim, mosaic, lack of a citation - discussed in Grade 7)
 - ii. Asking an AI to write the full paper (more detailed guidelines on AI use are discussed in # 6)
 - iii. Submitting the work of another person as one's own
 - iv. Fabrication of data
 - v. Other dishonest acts (on a case-to-case basis)
- c. You may obtain the originality rating through the submission bin your teacher will upload on KHub. Note that you will upload your work to this LMS NOT TO SUBMIT IT OFFICIALLY but only to generate an originality report. Once you have obtained one, **copy and paste it on the last page of your submission**.
- d. Those committing academic misconduct will receive a zero (0) for the requirement and undergo disciplinary proceedings.

7. USE OF ARTIFICIAL INTELLIGENCE (AI):

- a. Artificial Intelligence (AI) tools such as Chat GPT may be used only for the following purposes:
 - i. Brainstorming possible research topics
 - ii. Obtaining background knowledge about a topic
 - iii. Exploring possible ways of approaching a topic
- b. However, it should not be used to write the entire paper or chunks of sentences or paragraphs. This is also considered academic dishonesty.
- c. Read the extensive version of English 5's A.I. use policy.

8. CLASSROOM ETIQUETTE

- a. As much as possible, we would like to maintain a casual atmosphere inside the classroom as this helps us generate more ideas for our respective projects (just look at Google's office). Nonetheless, respect should still be observed at all times.

What this means may vary from situation to situation, so you are expected to use your best judgment in dealing with others.

- b. Be courteous when emailing your teachers. Use appropriate language.
- c. Refrain from sending emails or messages after 5:00 P.M. Contact your teacher regarding school matters only from 7:00 A.M. to 5:00 P.M. on work days (not weekends or holidays). All forms of communication with your teacher beyond 5:00 P.M. shall be entertained the next working day.
- d. Let's respect each other's private moments. We understand that there are some "worries" that you feel the urge to address right away (e.g., can't finish the paper on the deadline, unforeseen absence due to an emergency, clarification regarding the lesson or requirements). Still, let us practice shelving them for later; your teachers are your second parents who desire nothing but the best for you.
- e. Gadgets/devices are only used when the teacher allows the class to do so. Ask permission from the teacher before you use these for emergency or academic purposes.
- f. Accomplishing tasks that are not related to English 5 is strictly prohibited.
- g. Always greet your teacher/s first, both inside and outside the class. Don't wait for your teacher/s to greet you. The same goes for our personnel outside the classroom.
- h. Always acknowledge your teacher/s messages on GChat by at least reacting using your favorite emoji.
- i. Eating and sleeping inside the classroom is prohibited. Consume your meals and take a nap during break and lunchtime.
- j. Do not leave the classroom without formally being dismissed.
- k. Feel free to visit the faculty room should you need further immediate/further assistance.

Prepared by:

John Daryl B. Wyson

English 5 Teacher

Consultation Hours: Tuesdays, 10:00 a.m. to 1:00 p.m.

Wednesdays, 7:00 a.m. to 1:00 p.m.

Fridays, 9:00 a.m. to 1:00 p.m.

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