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## Absences

According to your student handbook, students must have an excused absence in order to make up work for credit. If you are absent, it is your responsibility to check the class wiki when you return to school. If the calendar states that a notes were given, either ask a neighbor or Mr. Swiatek for them. It is your responsibly to come to me and make up quizzes or tests. Students need to make up all quizzes and tests by the end of the 9-weeks. Assignments, quizzes and tests that are not finished will result in a zero.

You will be able to determine any missing assignments you might have by accessing your online grade sheet at Engrade.com. Simply locate the missing assignment on the class calendar and download the instructions to the assignment right there.

I will be in my office most mornings at approximately 7:00am. I am also available in my office during blocks 3 and 4. I can also be available after school with prior notice.

## Quizzes & Tests

Quizzes and tests will be taken online at a testing website. Quizzes may be given at any time on the tools we've been using and on any vocabulary or subjects we have been covering in class. A large portion of your final exam grade will be based on your ePortfolio that you will be created throughout the semester. More on this wiki will be explained during class time.

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## School Appropriate

Throughout this class you will have the opportunity to be creative. You will have the opportunity to express yourself via your blog or wiki. All work completed in this class must meet Mr. Swiatek's standards of "school appropriate". Basically this means that you should read the student code of conduct handbook. Anything that you are not allowed to do at school is considered inappropriate for inclusion in projects done in my room. Use common sense. Inappropriate topics include: racists remarks, tobacco, alcohol, sex and items associated with sex, drugs, profanity, violence of any kind (to the school, yourself, other students, teachers, etc.), guns, or anything else that someone might consider offensive. If you have any doubts about the appropriateness of something, please ask. Failure to adhere to the "school appropriate" standard will result in a zero for the assignment and possible disciplinary action.

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## Classroom Procedures (Administratively approved and effective August 9, 2004)

In order for this year to be successful, I am seeking parent/guardian cooperation as well as that of the student. By working together, we can ensure that expectations in discipline and academics remain at the highest possible level. Since communication is an important step in the cooperative process, I would like to make you aware of a couple of procedures/tools.

- Entering the classroom: Always enter quietly. Once in the room, find your seat quickly, check the agenda on the board, and begin the Bell Ringer.
  - Knowing the agenda: It will always be available on the class wiki. It is your responsibility to read it everyday, before class starts. The assignments on the wiki are not an option, the work is to be completed and will be graded. Do not come to class with an agenda of your own
  - Bell Ringer: The Bell Ringer will always be available on the class wiki. It will always be #1 on the agenda for the day. When the bell rings **everyone** in the room should be quiet and working on the Bell Ringer until further instruction.
  - Gum, food or drink in the lab: There is **NEVER** to be any gum, candy, food or drink of any kind in the lab. This is not only my classroom rule but a school rule, this is especially important in this room because of all the computer equipment around us. I will remind you to put any exposed drinks away, if it becomes a problem I will instruct you to throw it out.
  - Operating the computers: Do **NOT** perform any functions on the computer that you have not been instructed to do so. This includes game playing, checking email, chatting, reading/posting forums, blogging, using social networks, viewing inappropriate material, deleting or adding files, or entering programs you do not have permission to be in. **NO EXCEPTIONS!!** Disciplinary action has been known to include school suspension for first offense. "Surfing the internet" is not allowed unless you clear it with me first.
  - Caring for equipment and textbooks: Check the area around your desk at the beginning and ending of the period. You are responsible for notifying me of any missing or damaged textbooks or computers immediately.
  - Leaving a clean workstation: You are to leave a clean workstation. You are **NOT** to write on the desks or leave garbage behind. At the end of class look around your area and on the floor, if you see garbage pick it up and throw it away. If you are caught writing on any desk or equipment you will volunteer to come in and wash all the desks in the lab on a date we set up.
  - Chairs: Do not abuse the privilege of having comfortable chairs to sit in. This means there is to be no spinning around or wheeling yourself around. If you cannot behave correctly your chair will be replaced with a chair that does not move. When I dismiss you, push your chairs under your desk in an orderly fashion and leave the room..
  - Coming to Attention: When I want your attention I expect your full attention. I am not going to compete with your conversa-
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tions. Talking will be permitted only when I say so and it will only be related to the subject we are discussing. All socializing is to be done before you enter my room and may resume after you leave my room.

- What to do when you need help or to ask a question: Raise your hand and wait for instruction on how I want to help you (I will come to you or have you come to where I am at the time). Do **NOT** call out my name and disturb the class or me teaching.
- End of the period class dismissal: I will always dismiss the class, **NOT** the bell. If the bell rings and you get up to leave, you will be instructed to sit down. Then, once everyone is seated I will dismiss you, push your chairs in and then leave quietly.
- When you are tardy: You are expected to be in class on time everyday. If you are tardy I will record it in my attendance book and when a student receives more than 3 disciplinary action will begin.
- Listening and responding to questions: If someone else in class is talking during discussion, then you are **NOT**. If you wish to respond to a question you must raise your hand and wait until I call on you to speak.
- Participating in class discussion: Everyone is expected to participate in class discussions. To encourage this I call on people at random on a daily basis. You are expected to pay attention at all times and know where we are.
- What to do with book bags and the like: Your book bags need to be placed under your desk **out of the way** so that I can freely visit each station. You should have any supplies you need for the day out of it and working on the Bell Ringer by the time the bell rings. If this becomes a problem all students will have to place their belongings in an area away from their desks and out of the way.
- Textbooks: You will be assigned a take home copy of your textbook; you are to take care of this book like it is your own. This book should be taken home and kept there. In class, we will be using the online version of the textbook on the computers in class.
- When you need to get out of your seat to sharpen your pencil or throw something away: Raise your hand any time you want to get out of your seat. I will ask you what you need and give you permission. Only then are you to get out of your seat unless I have instructed you otherwise.
- When you are absent: If your absence is excused you are allowed to make up work for the days you are absent. Check the class wiki to see what you missed those days. If you missed handouts or you need more instruction about the assignment, get with me during non-instructional time only. Remember, you are responsible for making up your missed assignments, not me.
- Going to the bathroom/leaving class: Your business is expected to be taken care of before class. I will acknowledge your request to leave the room if I approve of your destination. Bring me your planner already filled out and I will sign it. Passes will not be given during lecture time or on days there is a substitute teacher. Do not ask for a pass to go anywhere the first and last five minutes of class.
- Knowing your grade: Your grade can be accessed at any time at Engrade.com. If an assignment is missing for longer than allowed by the student code of conduct it will become a zero. I can give you a grade printout with 2 days notice, once per 9 weeks.
- Naming of papers: Any work sent to the printer is required to have a name, date, period, and assignment's title on it. I will not accept printouts that you handwrite your name on. With the whole class printing the same assignment to the same printer heading your paper is the only way to assure you will get credit for the assignment.
- Printing: We will be doing very little, if any, printing in class. If you do need to print anything, please verify that you are printing to the correct printer designated for that room.
- If you finish early: Find something quiet and constructive to do. Sleeping or talking is not constructive. I will be making suggestions about other acceptable activities as the semester progresses. Again, "Surfing the Internet" is not allowed unless you clear it with me first and I approve of your destination. Games, chatting, etc. (See #5) are definitely not allowed. **NO EXCEPTIONS!!!**
- When a school announcement is made: Talking is to stop and your full attention is to be given.
- Responding to a fire drill/tornado drill: Talking is to stop and wait for me to give you further instruction.
- Using good manners and being respectful: I respect you as an individual and I expect the same treatment. If you appreciate what someone does for you in class then a simple "Thank You" is considered good manners. Be polite.
- Off limit areas in my room: These areas are considered to be off limits and you should **NEVER** be in them, without expressed permission from me: my desk area, my computers, my podium, and the cabinets/drawers along the wall. If you are caught in these areas without permission, disciplinary action will result.
- What if you are having a bad day: We all have them, once in a while. If you are having a bad day I need to know **before** the bell rings. I will have no pity for you once class starts. Tell me before the bell rings to begin class, no details are needed, just tell me "I am having a bad day today". If I say, "OK" then you have permission to take it easy that period and you will not be expected to participate in class that day. However, that does not excuse you from the lesson, assignments, or tests that may occur that day. If I can help in anyway let me know, when it is appropriate.
- What happens if you are caught cheating: Both parties involved will get "Zeros" for that assignment, their seats will be moved and their parents will be called. Turning in someone else's work as your own or having somebody else's work in your network folder is also considered cheating.
- When a substitute is in class: Again, this should be business as usual. Your behavior and the procedures should not change. Substitutes are advised to not give out hall passes so please don't ask. I will be giving the sub the option of a rating system, 1=the best and 5= the worst. Any class that gets a 1 gets a class reward, any class that gets a 4 or 5 will get extra work, since what I felt was not enough to keep you learning and interested. Any positive or negative remarks from the sub will be dealt with in the same manner. It will greatly benefit you to behave in class at all times.

- What can I do during a video: Watch it! You cannot write a note or sleep during a video. We will be using a backchannel chat during any videos. “Backchannels” will be fully explained during class. You are expected to fully participate in these backchannels. No exceptions!
- What should I do with the last 5 minutes of class: **Keep working!** Do **NOT** start putting things away disturbing others. As long as the class behaves you will always be dismissed on time with plenty of time to get to your next class.
- The day of a test or quiz: The Bell Ringer will usually be to review for the test for a few minutes then I will ask the class for any last minute questions. Most tests and quizzes are given online and you will be instructed on how to access them in the coming days. If there is a production portion to a test you will be given adequate time to complete it.
- What if I need time to make up work: I will be available most days before or after school as long as we arrange it first. Arrangements can also be made to put files on a CD for you to take home.

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## Mr. Swiatek’s Schedule & Contact Information

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### Schedule:

First Semester  
First Block-World Geography  
Second Block-World Geography  
Third Block-Office in Student Services  
Fourth Block-Office in Student Services

### Mailing Address:

C/O Citrus High School  
600 West Highland Blvd  
Inverness, Florida 34452

### Classroom:

1st block: Room E109  
2nd block: Room 508

### Phone Number:

(352) 419-1782

### E-Mail Address:

swiatekj@citrus.k12.fl.us

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## Class Websites

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Online Grade and Attendance Book: <http://www.engage.com/swiatekj>

Class Blog: <http://www.geogranology.com/> (Will be up shortly)

Class Wiki: <http://geogranology.pbworks.com/>

Follow our class Twitter account: <http://twitter.com/mrswiatek>

**Dear parent/guardian,**

**In World Geography today we went over our class syllabus. This syllabus includes classroom expectations and our grading policy.**

**Please review your student's copy and sign below that you have read the syllabus. This piece of paper must be returned signed.**

**I shall strive for excellence in making the learning of World Geography an interesting and exciting experience for your child.**

**Please contact me if you ever have any questions or concerns. Email is the best way to contact me.**

**Thank you in advance for support. I look forward to working with you and your child.**

**Sincerely,  
Mr. Jerry Swiatek**

**We have read and discussed the syllabus, rules, and procedures pertaining to Mr. Swiatek's classroom and agree to work together to abide by them and be successful in his class.**

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**Student's Name**

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**Parent/Guardian Name**

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**Parent/Guardian Signature**

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**Home Phone**

**Cell Phone**

**Best Hours to Call**

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**Parent/Guardian Email**