**2025-2026**

The Academy of Richmond County Ms. S. Carr Room 620

9th Language & Composition Email: carrsa[@boe.richmond.k12.ga.us](mailto:lillaan@boe.richmond.k12.ga.us)

**Tutoring Schedule**: I am available on Monday-Friday from 3:20-3:50. Please check and make sure that I am available before you plan to stay. Also, please make sure that a reliable source of transportation is available as I am NOT allowed to transport students.

**Required Materials:**

* Binder (0.5 inch)
* Loose-leaf paper and notebook
* pens/pencils/highlighters
* Sticky notes
* Computer to use at home and school as needed with internet access. (The internet will be vital due to Canvas learning modules.) Please be reminded that each child can have a computer issued to him/her through our Media Center. Therefore, teachers do NOT have classroom computers available for student use. We have consumable textbooks, so each child will have his/her copy to be kept in the classroom.

**Course Description**

Because of the flexibility of English Language Arts course offerings at the high school level, the GSE for grades 9 through 12 is organized into grade bands comprised of 9-10 and 11-12. The 9-12 standards define what students should understand and be able to do by the end of each grade band. As students progress towards the successful culmination of their high school careers, they will consolidate and internalize all of the skills instilled through the full progression of the GSE.

**Course of Study**

Textbook: **HMH Into Literature:** Please note that each student will be issued a consumable copy of the copy, as well as they will be given instructions on how to access the book in an online version as well. The icon for the textbook will be on each student’s launchpad for easier access.

**Class Rules**

1. Respect yourself, others, and your Surroundings. No sleeping in class is allowed. Please raise your hand to speak or to get out of your seat. Do not speak over others. No bullying.
2. Be on Time. You must be in your assigned seat **BEFORE** the bell rings. If you come to class and ask to go to the restroom, you must be back before the bell rings, or you will be counted as tardy. I will give you a tardy if a teacher sends you to my class with a note if I have not been pre-warned about your tardiness. NO passes will be issued until group or individual work time begins each day. Each student will reveive 5 bathroom passes per semester.
3. MIND YOUR OWN BUSINESS. Please do not use my class time to spread rumors or gossip. Always remain on task!
4. NO FOOD. Do not eat any type of food in my classroom. Do not bring any open drink containers into the classroom.

**Cellphone Policy**

**Cellphones, earbuds, IPads:** Students must place these items in their bookbags before the bell rings for class. For any violations of use, I will follow the school’s discipline policy that went home with your child at either open house or their first day of school. If you need to review this policy, you can find it on my webpage or on your child’s Canvas.

**Noncompliance**: All administrators, teachers and/or staff members are authorized to confiscate cell phones, electronic communication devices and/or accessories any time a student is in violation of the Cell Phone/Electronic Communications Device policy. A student’s refusal to surrender his/her electronic device(s) to school personnel will be considered noncompliance and insubordination, resulting in two (2) days of out of school suspension, and any other forms of discipline deemed appropriate under the circumstances.

**AI Policy**

You can use AI tools for checking grammar and spelling, brainstorming ideas, and other uses I will teach you, but not to write entire essays or assignments. You must write an explanation of how you used AI in your work at the bottom of all assignments. Misusing AI will be considered cheating and will result in a zero on the assignment. Use AI to help you learn, not to do the work for you.

**Discipline Policy (Conduct)**

Conduct is important in a school setting and important to the learning environment. Misconduct should be addressed with appropriate prescribed school and/or school system consequences in an effort to improve behavior and to maintain a positive learning environment for all students. Misconduct should not be reflected in a student’s academic grade. With the above in mind, we will address many issues in the classroom before involving office personnel. I will offer a verbal warning first. If this does not help, I will make parental contact to discuss the issue. If the problem is still unresolved and continues to disrupt the learning environment, I will refer the student to the appropriate principal.

**Academic Dishonesty**

The Student Code of Conduct, Rule 1(A)(t), states that no student shall cheat, alter records, plagiarize, receive unauthorized assistance or assist another in any type of academic dishonesty. The determination that a student has engaged in academic dishonesty will be based on the classroom teacher and a supervising administrator's judgment, considering any written materials, observation, or information from witnesses. Students found to have engaged in academic dishonesty will be subject to disciplinary actions as outlined in the Student Code of Conduct. Additionally, the task may be entered as incomplete, and the student required to redo the assignment or retake the assessment**. The use of any AI will be considered as a form of academic dishonesty and will not be eligible to be used as a grade and will result in a score pf zero. If it is determined that students copied each other’s work, both students will receive a grade of zero.**

**Late Work**

Late work is defined as assignments that are submitted after the specified deadline. This does not apply to work submitted late due to absence from school. Students are expected to submit assignments on time. Multiple incidents of late work may result in teacher-student-parent conferences to examine and correct the student’s work habits. Graded assignments that are submitted late should be scored to accurately reflect the level of mastery of standards. **Per RCBOE policy, late work will be accepted within a one-week period in which five percent will be deducted for each day that the work is late and a maximum of 25 percent off. After one week, the acceptance of the work is at the teacher's discretion. I do NOT plan on accepting any work after the one week unless a verifiable circumstance has existed.**

**Make-up Work**

Students are expected to make up assignments and assessments that were missed due to absence from school. Students are responsible for asking teachers for the make-up work upon returning to class. Generally, such work should be completed within 5 days of returning to school.

**Relearn & Reassess (R&R) Procedures**

Certain assignments will be eligible for a retake or do-over. Exams, CMAs, etc. are NOT allowed to be redone. The parent/child must present a valid request through the teacher asking permission to redo the work. In some situations, the work will not be allowed to be redone. All assignments must be redone within one week.

**Grade Reporting Cycle** Each semester represents an 18-week grading period.

* **Progress Report 1** will be issued at the end of the first 6-weeks.
* **Progress Report 2** will be issued at the end of 12-weeks.
* **Semester Report Card** will be issued at the end of the 18-weeks grading period.

**Parent Conferences**

All parent conferences should be scheduled through our guidance office. Teachers cannot meet during school time unless prior arrangements have been made. I will answer your emails and /or calls in a timely manner during school time. Parents are also encouraged to join Infinte Campus Parent Portal, your child’s remind, and Canvas as an observer.

**Academic Grading Scale**

|  |  |
| --- | --- |
| **A** | **Represents an average of 90-100.** |
| **B** | **Represents an average of 80-89.** |
| **C** | **Represents an average of 75-79.** |
| **D** | **Represents an average of 70-74.** |
| **F** | **Represents an average of below 70.** |

**High School Academic Grade Reporting.**

High school student performance will be recorded and reported in all courses by numerical grades, based on a 100-point scale.

1. Calculation of Final Grades

Final grades will be determined by the cumulative semester average using the following criteria

* Minor Grades = 60%

Examples include quizzes, labs, and other graded assignments to assess certain standards in a unit of study. Minimum number of minor grades per 6-week progress report period = 5.

* Major Grades = 40%

Examples include unit tests, essays, research papers, project-based assignments and other culminating assessments to measure mastery of standards that comprise a unit of study. Minimum number of major grades per 6-week progress report period = 2.

**Exams**

Exams are normally able to be exempted if the student has maintained an overall average of 90 in the course. Do not ask for more work to raise the average to 90. If the student is exempted from the exam, parents will normally be notified appropriately, and the student is not required to report to the exempted class on the day the exam is taken. The student will NOT be marked absent if he/she has been exempted. If the student did not exempt and does not report for the exam, A grade of zero will be issued until the student has successfully completed the exam. Additional information on this matter will be distributed schoolwide later.

**Homework**

Teachers are not required to assign homework. However, when assigned as needed, homework can be a valuable part of the instructional process. It allows students to practice what has been taught; it lets parents see what students are learning and where they are in their level of understanding, and it gives teachers the opportunity to provide useful feedback to students.

**NWEA Map Screener**

NWEA Map provides us with a student’s reading Lexile level. It allows the teacher to make sure that students are reading on or above grade level. If a student needs reading intervention, it will be given as needed. The dates are:

Beginning of Year Universal Screener: August 12th – August 30th

Middle of Year Universal Screener: December 9th – December 20th

End of Year Universal Screener: April 1st – May 2nd

**Remind**

I will use Remind to post announcements and reminders as needed. I will provide the code on the first day of class. Parents are welcome to sign up for Remind as well as students. I will use Remind for announcements of assignments and upcoming events.

**9th Literature**

**Syllabus Contract**

Please complete and return this form by August 11, 2025.

Dear Parent/Guardian:

Please take the time to review the contents in this syllabus with your child. Please discuss with them the parameters of the class. Please sign and have your child return this form. Your signature below will confirm that you agree with the requirements and stipulations outlined in the syllabus and this course.

Please feel free to contact me via email if you have any questions or concerns. Looking forward to working with you and your child for a successful and productive school year.

Sincerely:

Ms. S. Carr

carrsa[@boe.richmond.k12.ga.us](mailto:baxleja@boe.richmond.k12.ga.us)

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print your name)

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a legal document has to be signed in cursive)

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print your name)

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landline Number: Cell number:

Preferred method of contact:(Circle one) Email phone: Cell or house No Preference