**[Grade Level]**

**[Your name here]**

**Course Syllabus 2023-2024**

**Course Description and Objectives**

[Please copy and paste the course description and objectives from your Canvas Course or the RCSS district curriculum map. If you need assistance with this, please see your instructional coach or mentor.]

**Textbook**

[Please list the name of the course textbook(s) here]

**Novels**

*[If this is an ELA course, please list the novels that you plan to read here. If not, please delete this section.]*

**Unit/Concept Names**

[Please list the course units here]

**Richmond County Board of Education Grading Policy**

* Minor Grades 60% (Quizzes and Classwork)
  + **Minimum number** of minor grades per 6-week progress report period = **5**
* Major Grades 40% (Unit Tests, Research Papers, Projects and Culminating Assessments)
  + **Minimum number** of major grades per 6-week progress report period = **2**

**Academic Grading Scale**

A (90-100) B (80-89) C (75-79) D (70-74) F (below 70)

* Parents are encouraged to monitor their child’s grades using the district Infinite Campus Parent Portal.
* Please contact the front office at 706-592-3730 for information to gain access to Infinite Campus.

**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 judgment of the classroom teacher and a supervising administrator, taking into consideration 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.

**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.

**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. Make-up work should be completed by the student within the time specified by the teacher. Teachers should provide reasonable timelines for completing make-up work. Generally, such work should be completed within 5 days of returning to school. A student should not be required to take a quiz or test on their first day back at school if the assessment was first announced during their absence. Graded assignments should be scored to accurately reflect the level of mastery of standards.

**Homework**

[Please give a brief idea of what parents can expect for homework. Remember, according to the district’s policy, homework should be standards-based, provide an opportunity for independent practice, and be relevant to what students are currently learning. Students should receive feedback for any homework assignment they complete, but homework is not to be graded. Finally, keep in mind that middle school students should have no more than 60 minutes of homework (total) per weeknight.]

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

Students have the opportunity to submit a relearning plan for any **major assessment**. Upon satisfactory completion of the plan, a student will be given a minimum of two opportunities to be reassessed. Students scoring below 70 on a major assessment are expected to complete a relearning plan unless exempted with parent approval.

Teachers have discretion to determine if R&R opportunities will be given for any **minor assessment**.

**Cell phones** are not permitted in class, per school policy, and should not be seen nor heard. Students should turn cell phones off and place them in their bookbags.

* First offense will receive an explicit verbal warning.
* Further offense will receive a parent phone call.
* Repeated offenses will result in phone confiscation. In this case, a parent will need to request the phone be returned in person.

**Classroom Procedures & Expectations**

[Please note your procedures and expectations here. You may include expectations of students, parents, and what your students can expect of you as their educator.]

**Course Materials**

[Please list your course materials here. You may include donations requests here as well.]

**Please refer to the Student Code of Conduct for further guidance on Richmond County School System’s policies and procedures.**

**My contact information: Email:** [add your email address here]

**Remind messages**: [add your Remind information here, or delete this section]

**Pine Hill Middle School Phone Number:** 706-592-3730

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Please sign and return this portion of the syllabus to affirm that you have reviewed this document:

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Parent Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_