

Textbook:

Price to replace textbook: \$ (if applicable)

Course Description:

- I. Course goals **Must include the updated CCSS**
 - a.
- II. Course content and time schedule (sequential)
 - a.
- III. Course activities
 - a.
- IV. Curricular programs (if applicable – GTT, Ipads –**If this does not apply, PLEASE DELETE ROMAN NUMERAL IV completely**)
- V. Evaluation
 - a. Criteria for arriving at students grades - **Must be common across the grade level department and approved through the DC/administration** – For example – see below
 - i. Participation/contribution/attendance
 - ii. Homework/in-class assignments
 - iii. Test/quizzes
 - iv. Special projects
 - b. Semester exams will be worth 20% of the SEMESTER grade
 - i. Semester exams will not be administered early. Students who are absent may make-up their exams on the district approved make-up day.
 - c. Explanation of student grades
 - i. A 100 – 90%
 - ii. B 89 – 80%
 - iii. C 79 – 70%
 - iv. D 69 – 60%
 - v. F 59 and below
 - d. How and when students will be advised of their grades
 - i. Parents and students are urged to check the Infinite Campus Portal for grades regularly.
 - ii.
 - e. Citizenship/behavior expectations **(MUST BE SPECIFIC AND DEFENDABLE) - see rubric attached to email as example**
 - i.
 - f. **Late Work policy – If a students does not complete any assignment (for reasons other than an absence), they will be assigned a make-up work detention the following school day from 3:30 to 4:25 EVEN if they turn the assignment in the next school day.**
 - g. **Test retake policy – A student may only retake a test if 1) all assignments have been turned in 2) the student has asked for help, clarification, or exhibited evidence of further studying and a further mastery of the subject matter.**
- VI. **School-Wide Rules**
 - a. Follow directions quickly.
 - b. Raise your hand for permission to speak.
 - c. Raise your hand for permission to leave your seat
 - d. Make SMART Choices: Kindness, Leadership, Courage, Invincible Grit, Creativity

- e. Work hard to do your best for your teachers and parents at all times.
- f. ♦ Keep your eyes on the target. ♦

VII. **TARDY POLICY – Progressive Steps**

- a. 1st Tardy – Warning & Parent Phone Contact
- b. 2nd Tardy – Warning & Parent Phone Contact
- c. 3rd Tardy – Non-TRS RPC
- d. 4th Tardy – After School Detention
- e. 5th Tardy – In-House Suspension (IHS)
- f. 6th Tardy – Required Parent Conference – RPC/Tardy Contract
- g. 7th Tardy – IHS/parent and student meet with the principal

VIII. **BEHAVIOR- Progressive Discipline**

- a. Suggested steps – please update with YOUR STEPS
- b. 1st Incident – Verbal warning
- c. 2nd Incident - Parent contact by teacher
- d. 3rd Incident – Written contact to parent
- e. 4th Incident – Counselor referral
- f. 5th Incident – Deans’ referral

IX. Supplies needed for this course

a.

- X. Utilizing technology to learn – At Leavitt, we want to encourage the daily use of technology in and out of the classroom to further enhance the educational experience. As such, Leavitt will be providing students with individual devices in all grades to utilize in class and at home. Students will also be provided with a Google email address to correspond with their teacher and classmates on projects, as well as to turn in assignments. Students may choose to utilize their own electronic tablets (iPads, Kindle Fire, Samsung, etc.) cell phones, laptops, and reading devices for educational purposes. Please be reminded that your student is responsible for the safety of their personal device and must utilize the district’s Wifi to ensure their internet safety. All use of these devices will be for educational purposes and must be approved by the individual teacher.

XI. Explanation of fees (if applicable)

a.

XII. Teacher’s hours of availability

- a. MUST BE HOURS BOTH BEFORE AND AFTER SCHOOL

ANYTHING HIGHLIGHTED IN YELLOW IS INTENDED FOR YOU TO ADJUST – Please proofread carefully as this goes out to all parents on the website.

ANYTHING HIGHLIGHTED IN BLUE IS A CHANGE – Please proofread carefully so you know the school policy.