RSU 2 High School Syllabus Checklist

Including a common syllabus for every course will provide consistency & transparency for students and parents. The syllabus lets students and parents know what the course is about, where it is going and what will be required of them to be successful in the course. It provides important information about expectations for students, in the course and within the school. The syllabus will provide information about district policies as well so that information is consistently being reviewed by each teacher with every student.

All required elements will be included in the syllabus for every class. Optional elements can be included at the discretion of each teacher. Teachers should name the document "Teacher Last Name, Course Name, Period" and post it to the class as a resource on IC.

Teachers will need to make a copy of the Syllabus Template for each course/class and make highlighted changes for the class

Procedure:

1. Make a copy of this Syllabus Checklist for each course/class and make necessary updates for their class.
2. Name the document "Teacher Last Name, Course Name, Period."
3. Update highlighted sections (or remove if they are optional and will not be updated). Sections that are not highlighted are consistent for all teachers.
4. Remove any yellow highlights from your updated information, or delete anything you didn't add in the optional section.
5. Delete everything above "**Teacher Last Name, Course Syllabus"**
6. Post syllabus to the class in Infinite Campus.

Font requirements: Times New Roman, size 12 or Arial, size 11

Teacher Last Name, Course, Period/Color Day Syllabus

General Course Information

- Course Title
- Length of Course (Semester or Year-long)
- Class meeting days, time and location

Instructor Contact Information

- Instructor name
- Contact information (school phone, email)
- Preferred method of contact
- Possible available times to meet with students

Course Description

- Brief course description
- Course power standards (what is listed in IC for categories)

Course Outline/Schedule

- Topics/Units and quarterly timeline - The timeline should provide information regarding the outline of what topics/units will be covered in each semester.

Optional Elements

- Student materials
- Course learning targets
- Classroom behavior expectations and procedures
- Due dates for major assignments/assessments
- Useful class resources/links

Grading Policies and Procedures

- **Grading and scoring scale**

Meets the Standard	Level of Achievement	Letter Grade	Number Grade	Performance Descriptors
MEETS THE STANDARD	**DISTINGUISHED**	A+ A A-	97-100% 93-96% 90-92%	The student understands and applies key concepts and skills with sophistication, consistency, and independence, using challenging texts, sources or materials, and/or grappling with complex problems.
	ADVANCED	B+ B B-	87-89% 83-86% 80-82%	The student has consistently demonstrated the targeted skills and knowledge for the class and can apply them at the advanced level as described by the class rubrics using grade-level or higher texts, sources, or materials.
	MEETS	C+ C C-	77-79% 73-76% 70-72%	The student has demonstrated the targeted skills and knowledge at a basic level and can apply them at an acceptable level as defined by the class scoring rubrics/scoring guides.
	DOES NOT MEET	NM	0-69%	

- Formative assessments will now be calculated into the Power Standard grades and the overall course grade. At the high school level, formative assessments will count for 20% of the grade and summative assessments will count for 80%.

- **Extension Policy** link to form

- A student may request an extension to submit a summative assessment task for other than medical reasons.
- If an extension is granted, the student will have up to a two-week maximum to complete the task.
- The assessment will be marked as “M” in Infinite Campus until the work is handed in or it turns to a zero
- If the assessment is not handed in on the new due date, it will be **a zero** in Infinite Campus
- If an extension is granted, the student may submit the work on the extended deadline for full credit (no penalty on academic or HOW grade)

- There are three criteria for any request for an extension to be granted:
    1. You must submit this Extension Request Form before or on the due date for the task.
    2. You must provide the teacher with evidence of the work you have completed so far.
    3. You must provide your teacher with a valid reason for requesting an extension. You **may not use** the following or similar reasons:
        - I had a big project due in another class
        - I had to participate in an athletic event
        - I had to participate in an extracurricular event (i.e., dance recital, concert, etc.)
        - I had to go on vacation

- **Retake Policy** link to form

- **Optional Retake**:
    - If student scores 60-69, they qualify for an optional retake
    - Optional retake score is capped at 76 (higher of two scores)
    - If the score brings a Power Standard average below 70, it becomes a Required Retake
    - Optional retakes must be completed in a maximum two-week timeframe

- **Required Retake:**
    - If student scores 59 or lower, they are required to retake the assessment
    - Required Retake grade capped at 76 (higher of two scores)
    - If student fails again, guided re-teaching by classroom teacher for another retake during FLEX, before/after school, study hall/content lab, vacation school, summer school
    - Required retakes must be completed in a maximum two-week timeframe

- **Voluntary Retake:**
    - One voluntary retake per class per quarter
    - No cap on Voluntary Retake grade (higher of two scores)
    - Must be completed within the quarter that the assessment was assigned
    - Teachers may assign an alternate version of the assessment for retakes

- **Infinite Campus**
    - Login tutorial links - IC presentation from Day 1
    - Formative assignments evaluate how a student is learning material throughout a unit/topic/power standard. These are used to inform next steps of instruction and are not part of the final grade.
    - Summative assignments are culminating tasks that evaluate how a student has learned the material of a unit/topic/power standard. The average of these assignments will create the course grade.
    - IC is updated biweekly with information on formative and summative assignments

- **Classroom Citizenship Rubric:**

Using this rubric:

This rubric was designed to be used by the teacher to assess the classroom citizenship that a student has exhibited every two weeks. The teacher will enter ONE overall score in IC every two weeks. Any score that does not meet will have an explanation in the comment section.

Criteria	Distinguished (A)	Advanced (B)	Meets (C)
Classroom Citizenship	Always does the following things in class: ● Respects others ● Uses tech appropriately ● Positively participating and contributing ● Collaborating and working well with others	Usually does the following things in class: ● Respects others ● Uses tech appropriately ● Positively participating and contributing ● Collaborating and working well with others	Student usually does the following things with prompting in class: ● Respects others ● Uses tech appropriately ● Positively participating and contributing ● Collaborating and working well with others

District Policies

- **Plagiarism Policy** -

Plagiarism: The "basic assumption about writing is that all written assignments show the student's own understanding in the student's own words. That means all writing assignments, in class or out, are assumed to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. Including other people's words in your paper is helpful when you do it honestly and correctly. When you don't, it's plagiarism" (Clark). In regards to plagiarism, the following rules apply:

It is plagiarism to copy words and present them as your own writing: It is the worst form of plagiarism to copy part or all of a paper from the Internet, from a book, or from another source without indicating in any way that the words are someone else's. To avoid this form of plagiarism, the paper must **BOTH** place the quoted material in quotation marks **AND** use an acceptable form of citation to indicate where the words come from.

It is plagiarism to copy words, even if you give the source, unless you also indicate that the copied words are a direct quotation. Simply documenting the source in a footnote or bibliography isn't good enough. You must also indicate that the words themselves are quoted from someone else. To avoid this form of plagiarism, put all quoted words in quotation marks or use equivalent punctuation.

It is plagiarism to copy words and then change them a little, even if you give the source. Putting someone else's ideas into your own words so it's not a direct quotation is called "paraphrasing." Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When it's not -- when the expression remains substantially similar to the source as a whole or in one of its parts -- it's plagiarism. Even if not specifically prohibited by the instructor, "writing" a paper by copying words and then altering them violates the basic assumption about writing and may easily result in a charge of academic misconduct. To count as "your own words," your paper must be so significantly different from your sources that a reasonable reader would consider it a new piece of writing. If it's not -- if "your writing" is substantially similar to somebody else's where individual variations would be expected, it's plagiarism.

Even if you express them in your own words, it is plagiarism to present someone else's ideas as your own. It is plagiarism to present someone else's original arguments, lines of reasoning, or factual discoveries as your own, even if you put the material in your own words. To avoid this form of plagiarism, cite the source.

The rules against plagiarism apply to all assignments (Clark)." Assignments including, but not limited to essays, labs, research papers, opinion papers, projects, Keynotes, etc. <u>in all content areas</u> are subject to all plagiarism rules.

- **Cell Phone Policy** -

The Board recognizes that many students possess personal electronic devices (PEDs), including cell phones and other devices. PEDs may not be used in any manner that disrupts the instructional process, is harmful to others, or violates Board policies or school rules.

RSU 2 shall not be responsible for the loss, theft or damage to cell phones or other personal electronic devices (PEDs) that students bring with them to school, school activities or on school transportation.

The following provisions apply to student use of cell phones and other personal electronic devices (PEDs):

A. Students are prohibited from using privately-owned personal electronic devices (PEDs) including but not limited to cell phones, "smart devices", smart watches, I-Pads, handheld devices, and electronic games at school or during school activities. PEDs must be turned off or silenced and put away at all times with following exceptions:

- When the teacher or school administrator authorizes use for a specific educational, health or safety purpose.
- Students with 504 plans or IEPs that determine the use of a portable device is necessary.
- High school administrators may designate appropriate times, places, and reasons when PEDs may be used (e.g., during lunch periods, between periods, or on school buses traveling to school activities) as indicated in each school's student handbook. If this is permitted, PEDS must be kept silenced to avoid disrupting others.

B. The use of cell phones, cameras, watches, or any other PED as a recording device is strictly prohibited in locker rooms, restrooms, and other places where privacy is generally expected. In all other school locations, students are required to obtain prior permission before photographing, video-recording or audio-recording any other person.

C. Students are not permitted to transmit (post, share, e-mail, etc.) images, photos, videos, recordings, etc. of other individuals to the Internet without first obtaining their permission.

D. The use of a cell phone or other PED in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to violations of the Student Code of Conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other PDEs may be subject to search if there is reasonable suspicion of a violation.