



**FIVE High School
Department
Course
2025-2026 Course Syllabus**

Teacher Name Gayle Whitlock

Planning Periods: 4th

Academic Assistance time:

Website: https://sites.google.com/d/13xsf7On_3v2Pm5hdY0U1BEq-E4I-qvA6/p/1-XkB8ex94KrV6YG-1rlfbY4ve9CcEBKR

TEACHEREMAIL- gwhitloc@lexrich5.org

Phone: 803-597-1250

I. Course Catalog Description

This course is designed to provide instruction to students with a focus on academic, social, executive functioning and behavioral skills. The direct instruction format will focus on remediation, learning strategies, organization/study skills and the transition from high school to post-secondary goals. Students will work toward meeting specific Individualized Education Program/Plan (IEP) goals with the instruction and support of the teacher. Students may also be allowed to work towards mastery of content from general education courses with specialized support.

II. Course Standards or Objectives

This course does not address pre-identified standards and works to address specific standards and objectives determined and outlined by each student's Individualized Education Program/Plan. Please refer to the Individualized Education Program/Plan (IEP) documents and contact the student's case manager for specific information regarding standards based goals.

III. Instructional Goals

Instructional goals are determined by the student's Individualized Education Program/Plan (IEP). Students will work toward meeting their Individualized Education Program/Plan (IEP) goals which generally include, but are not limited to the following major curricular topics: • Self-Advocacy • Reading • Written Expression • Math • Transition • Behavior Skills • Affective Skills • Study/Organizational Skills

IV. Course Sequence/Pacing Overview

Course pacing and sequencing is determined by the Individualized Education Program/Plan (IEP) team and will be individualized based on the student's current level of functioning and identified goals. Please refer to the student's Individualized Education Program/Plan (IEP) for more detailed information on student goals and process.

V. Textbooks and Additional Resources

There will not be a textbook for this course. Instructional materials needed and used will be placed in the Google Classroom and will be made available as needed.



VI. Course Grading Policies and Assessments

The student's quarterly grade will be determined through a point system. Assessments will be weighted according to their length and difficulty. The student's grade will be calculated by adding all earned points and dividing that sum by the total possible number of points. Such grades will translate to percentages by multiplying by 100. The exam/project will account for 20% of the semester grade. Student work will be calculated based on total points with point values described below:

- Major assignments are 60% of the total grade. These consist of any progress monitoring assessments given throughout the quarter.
- Minor assignments are 40% of the total grade. These include assignments given each day in class.
- The midterm grade will count for 20% of the semester grade
- Missing assignments will be recorded as a 0 when grades are entered and changed accordingly upon student submission following the make-up and late work policies.

VII. Grading Procedures

Continuing in the 2024-25 school year, grades for minor assignments will be posted within 5 school days, and major or extended assignment grades will be posted within 10 school days.

- Major Grades (60%) - Assignments that students are given 2 or more classes (more than 48 hours) to produce or prepare. The following will be major grades in all content areas:
 - Test
 - Essay
 - Research paper
 - Speech/Presentation
 - Project
 - Cumulative Assignments
 - Summative Assignments
 - Lab Reports
- Minor Grades (40%) - Assignments that students are given 1 class (48 hours) to produce or on-the-spot work. The following will be minor assignments in all content areas:
 - Homework
 - Quiz
 - Vocabulary
 - Classwork
 - Formative Assessments
 - Journal Entries
 - Other department specific assignments
- Exams (20%)
 - Exams will be given towards the end of semester 1 and semester 2.

There will be a minimum of 9 grades per 9 weeks.



VIII. Exam Exemptions - Policy updated for 2024-25 school year.

Seniors can exempt exams in semester classes and yearlong classes if they meet the following conditions:

1. Grade of 80 or higher in the course.
2. Has not had an In-School Suspension or an Out of School Suspension.

IX. Honor Code

In order to foster an environment of mutual trust and respect, we believe, within the community of School District Five of Lexington and Richland Counties, each individual should accept the personal responsibility to exhibit and promote academic and social integrity. *Students will not cheat or plagiarize.*

X. Suggestions for Success in Course

To be successful in this course, is to be present and open to learning new concepts and strategies for overall success. Students must make a commitment to remain engaged and to be open to learning from and with the teacher and peers. It is imperative that students self-advocate and communicate needs in a manner that they are most comfortable with to ensure that individualized needs are understood and addressed

Students may seek additional help during Charge Up times Monday through Thursday

- **Time: 12:00-12:30**
- **Delayed Start Days at 12:30-1:00**
- [Charge Up Link](#)

XI. Classroom Management Plan

These expectations will be taught, modeled and reinforced throughout the year.

- A. Students are expected to follow all rules and guidelines listed in the [Student Handbook](#) on the school's website. These expectations will be taught, modeled and reinforced throughout the year.
- B. Students are expected to use school and personal technology responsibly and follow rules included in the [23-24 District 5 Mobile Device Guide](#) and [Acceptable Use Agreement](#). This includes:
 - a. Having a charged mobile device (district-issued Chromebook or comparable personal device) during school EVERYDAY.
 - b. Not using devices assigned to other students.
 - c. Being responsible for their own devices and should keep them secured on and off campus.
 - d. Following all teacher directions regarding appropriate times for use of device.



XII. Uniform Grading Scale

See [State Department of Education website](#) for complete details. All report cards and transcripts will use numerical grades.

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

XIII. Student/Teacher and Parent/Teacher Communication

- A. All students should use district issued email accounts for communicating with teachers (studentnumber@stu.lexrich5.org).
- B. All students should check school email, Google Classroom and Google Calendar every school day.
- C. Parents and students should check the teachers' websites for classroom calendars/assignment sheets.
- D. Parents will receive an email from Google and then need to register to receive emails from Google Classroom. Once a parent is registered to receive emails from one class, he/she will receive emails from all Google Classroom groups. It is not necessary to contact all teachers to register.
- E. Emails and phone calls to teachers will be returned within 24 hours.
- F. Parents and students who would like access to the parent/student PowerSchool portals should visit their home school attendance office for login information.

XIV. Attendance and Make-up Work Policy

<u>Attendance Policy</u>	<u>Tardy Policy (per quarter)</u>
● Cameras must be turned on so your face is visible for the duration of the entire class. Students may be marked absent if their camera is not turned on with their face visible. ● Stay logged on to the class meet until you are dismissed by the teacher. It is important to respond to all messages and complete all tasks as instructed by the teacher. ● Not responding to or not engaging with activities during the class time may result in a	● After 5th tardy = phone call home from attendance secretary ● Tardy 10 = virtual conference with parent, student, and admin ● Tardy 15 = in person MTSS meeting with parent, student, and administration ● Tardy 20 = meeting to discuss returning to home school



virtual or in person conference with student, parent, teacher, and administration.

- Students who log in after instruction has begun will be marked tardy. It is imperative that students are present the entire duration of instruction.
- Not adhering to attendance policy can lead to discussion of returning to home school

If you are experiencing technical difficulties, you must communicate with your teacher immediately. Your teacher will then provide you with information and/or assignments to be completed in order for you to be marked present during the time your computer was inoperable.

It is imperative that you maintain an open line of communication with your teacher in regards to your attendance. If for any reason you are unable to attend class, contact your teacher. Please provide any documentation for any absence to your home school Attendance Clerk.

Students are encouraged to attend school regularly. If a student must be absent from school for any reason, it is their responsibility to make up all missed assignments. Students who miss more than one-half of an instructional block will be marked absent for that block of instruction. Since it is in the student's best interest to make up all missed work as quickly as possible, the following guidelines have been established for make-up work:

- A student who does not submit assignments with established due dates because of absences, whether excused or unexcused, will be allowed to make up the work.
- Arrangements for completing missed assignments should be established once the student returns to school.
- Arrangements should include a schedule for the completion of the work.
- The student or parent/guardian must initiate contact with the teacher. The student will maintain responsibility for completing all work.
- Teachers may extend the deadline for submitting late assignments for students who miss multiple consecutive days of school. The teacher should communicate the deadline to the student and document the deadline. The teacher's deadline is final.

Credit for late work should be awarded according to the following guidelines:

- If a student was present in class on the due date, the assignment will be given less credit.
- If the student was not present on the due date because of an absence and the assignment is turned in within five (5) school days, the student will receive a maximum of 100% credit on the assignment.
 - Assignments turned in after five (5) school days may not receive full credit on the assignment.
- Late assignments will not be accepted for credit after the current quarter. For example, late assignments from the first quarter will not be accepted during the second, third, or fourth quarter.



- Students may receive a zero for work not submitted. The lowest grade for assignments will be determined at the teacher's discretion.
- Teachers will indicate the assignment is late and when it was submitted in PowerSchool.

XV. Content Recovery

The district's content recovery program consists of a course-specific, skill-based learning opportunity for students who are still enrolled in a course with the original teacher of record assigned by the school and who have not achieved mastery of course content that has already been addressed. Content recovery allows a student to retake a subset of a course, including a single unit, more than one unit, or other supplemental assignments/activities assigned and approved by a certified teacher as needed for the student to achieve mastery of the course content.

- In accordance with School District Five of Lexington and Richland Counties [Board Policy IKADD-R](#), "Content recovery assignments must be completed no later than ten school days after the date they are assigned. Seniors must complete any content recovery assignments no later than the last day of senior exams. Upon satisfactory completion of all assigned work within the time allowed, the teacher will factor the content recovery grade in with the currently recorded grade for that subset of the course by averaging the student's initial grade for the nine weeks with the content recovery grade for that nine weeks."
 - Content Recovery should be ongoing and completed within the 9 weeks for which the material is covered.
- Content recovery may be offered at any time during the quarter
- Teachers may assign recovery through APEX using the or via teacher-directed assignment

XVI. Syllabus Acknowledgement and Information Form

Parents, please complete the following google form to indicate that you have read the syllabus and that you acknowledge the policies that have been explained to you.

[Course Syllabus Acknowledgement](#)