

## Upson Lee High School ELA Syllabus 2018-2019

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### **Universal Grading Scale:**

#### **Daily Assignments = 35%**

Examples/Suggestions: Homework, Class Work Assignments/Activities, Short Constructed Responses...

#### **Formative Assignments = 35%**

Examples/Suggestions: Quizzes, Formative Tasks, In-Class Essays, Extended Constructed Responses...

#### **Summative Assignments = 30%**

Examples/Suggestions: Chapter Assessments, Unit Assessments, Summative Projects, Research Papers, Cumulative Exams...

**\*To better prepare students for college and state assessments, students will receive specific allotments of time for all formative and summative assessments. Students will receive a 55-minute testing window for summative assessments, and the allowable time for each formative assessment will depend on the activity.**

**In the following Milestone Courses, students will be taking an End of Course Test that is 20% of their final grade.**

### **9th grade Literature and Composition & American Literature**

#### **Student Work:**

Some of the work that students turn in for assessment will be returned to the students. However, there are times when the assignment will be kept by the teacher even though the grade will be entered into the grade book. Most formal assessments are taken online so there is not a hard-copy to redistribute to students. However, a hard copy can be made available upon request. In addition, some assessments/assignments are held to maintain test integrity due to student absences. Graded

assessments/assignments that are not returned for students to keep may be viewed by students and parents upon request.

### **Make-Up Work:**

Students will be allowed to make up missed work from an absence. Make-up work request forms will be available in the teacher's classroom. When a student returns from an absence, the make-up work request form should be completed and turned in to the teacher that day with the student's purple slip from the attendance office. The teacher will sign the purple slip and give the make-up work to the student. Tests, quizzes, and any other assignments that must be completed with the teacher must be scheduled at this time.

As stated in the handbook, students who have 1 or 2 unexcused absences can see the teacher to make up work. Students who have 3 or more unexcused absences must make up their work during Saturday school only. **Students with unexcused absences must make up their missed work during Saturday school unless there are circumstances that would cause an administrator to allow other opportunities to make up work.** Students should complete a make-up work request form whether the absence is excused or unexcused.

Excuses must be turned in within **five days** of the absence. Work must be made-up within five (5) days, or by the next two available Saturday school days after returning to school.

### **Late Work:**

Students are expected to have all assignments completed and submitted by due dates. Should a student miss the turn in deadline, they may submit their assignment the following school day for a maximum grade of 70% or complete an alternative assignment at the next available Saturday School for a maximum of 70%.

### **MY Access:**

MY Access! is the award-winning, cloud based writing development solution that utilizes artificial intelligence and linguistic technologies to bring wide-scale differentiated instruction to the writing process. Educators can make timely, data-driven decisions for successful differentiated instruction and motivate students to write more frequently by providing them with immediate feedback. Your student will receive a username and password close to the beginning of school. I hope that your student will show you the program so that you can see the progress he or she is making during the course of the year. MY Access is an online writing program that is frequently used in ELA for monitoring the revision process so that students can improve writing before it is graded by the teacher. The site address is [www.myaccess.com](http://www.myaccess.com).

A Writer's License: While students are encouraged to be creative and find personal voice in their writing, it is unfortunately necessary to set appropriate guidelines for content within student papers. The following subject matter is off limits, often illegal, and could result in a guidance/administrative referral.

Ø Profanity

Ø Explicit sexual references

- Ø Slanderous references to others
- Ø References to violence against one's self or others
- Ø Work that is not the student's own and credit is not given to the source

### **Tutoring:**

Teachers are available before and after school should you need extra help. Please see your teacher to make an appointment.

### **Hall Passes:**

Students will follow the Student Handbook when leaving class. It is as follows:

*"Students must have an approved hall pass any time they are in the halls during class time.*

*Students will be given three passes per class per nine weeks. Any additional passes out of the room will require make-up of the loss of instructional time within 24 hours. Exception: If a student has a doctor's note on file with the nurse stating student has permission to go to the restroom as needed."*

In addition, students will not be allowed passes out of class during the first and last 10 minutes of class.

### **Cell Phones/Electronic Devices:**

Use of **cell phones/electronic devices are prohibited during and between classes.** Cell phones/electronic devices may only be used before 7:50am, during student lunch and after 3:10pm. Refer to p 20 in the Student Handbook for full details.

### **Academic Integrity:**

Cheating is prohibited at Upson-Lee High School. Cheating may include but is not limited to, such things as copying another student's homework, copying another student's answers on a test, plagiarizing a paper, using a "cheat sheet" during a test, or giving answers to another student during a test. Cheating can be also identified as the use of electronic devices to take pictures and/or transfer any answer document information to other students. Further, it can include any other activities that are designed to substitute someone else's work for that of a student who will receive credit for the work. Any behavior that is intellectually dishonest must be avoided and is prohibited. Students who are found to be cheating or to have cheated will be subject to strict disciplinary action by the teacher/and or school administration. Refer to the ULHS Student Handbook for disciplinary actions.

To follow the state guidelines concerning cell phone/electronic devices during testing and to eliminate the possibility of such an incident occurring, ULHS has established the following rules regarding cell phones and other related electronic devices during all state-mandated assessments as well as the SAT, ACT, and AP Exams.

No cell phones or other electronic devices are allowed in the testing rooms. Failure to comply with this rule will result in having the electronic device confiscated and turned over to an administrator to be picked up by a parent. ULHS will not be liable for any devices taken up by an administrator because of the student's failure to comply with this testing rule.

*Please detach the bottom portion, complete and turn in to your English teacher.*

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**I have read, understand and will comply with the requirements for this class.**

**Student Name(Please print):** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Email Address:** \_\_\_\_\_

**Parent's Phone Number:** \_\_\_\_\_