

# ALPHARETTA HIGH SCHOOL

## COMMON SYLLABUS 2021-2022



*The information provided below pertains to policies and procedures*

*that remain consistent in every Alpharetta High School classroom. These policies are supplemental to the information in the Handbook for Students and Parents and the individual class syllabus.*

### **PRACTICE**

All practice including daily assignments, observations and/or engagement activities given in class or for homework will be designed to provide relevant, standards-based activities that align with the course scope and sequence. Homework assignments will be announced during class and must be accessible to students and parents no later than 4:00 pm on the day of assignment for digitally accessible work.

### **MAKE-UP WORK**

Students should make every effort to complete any missing work in a timely manner. Students must complete any make-up work at least ten (10) school days prior to the end of the grading period. It is the student's and/or parent's/guardian's responsibility to contact the teacher about any missing work. If the work is satisfactory, no matter if the absence was excused or unexcused, full credit should be given. (*\*Discrepancies regarding whether work is considered satisfactory may be reviewed by AHS administration.*)

### **FINAL EXAMS**

Final exams will not be administered early; thus, students should make every effort to be present on the dates of the final exams. Some AHS courses will have a Final Exam that may count up to 25% of the final grade; refer to teacher course syllabus. AP and IB courses will not have Final Exams. For courses with a Georgia Milestones End-of-Course Test (EOC), the EOC will count 20% of the final grade and serve as the final exam at the end of the course.

### **ACADEMIC HONESTY**

To encourage good study habits, fair competition, and positive development in the area of academics, the Alpharetta faculty supports a strong policy for academic honesty. Students should read and understand the school's Academic Honesty Policy as published in the Handbook for Students and Parents. Students are responsible for adhering to these policies at all times and on all assignments, assessments, projects, or tasks. In order to reinforce Alpharetta High School's commitment to academic honesty and the ideals of being a R.I.C.H. Raider, students will be expected to write or sign an Academic Honesty pledge prior to completing an individual assignment. The AHS Academic Honesty pledge states: ***As a R.I.C.H Raider, I, \_\_ (student name) \_\_, pledge that I have neither given nor received assistance on this assignment.***

### **GRADING SCALE**

Letter grades will be assigned according to Fulton County's approved grading scale, which is as follows: A—100-90, B—89-80, C—79-70, F—69-0. Honors points are added by the county at the end of each semester to the grade for Honors (H), Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) courses. Progress reports are visible in the portal every 4.5 weeks and report cards are visible in the portal every nine weeks. Credit for high school courses is earned at the end of each semester. Final transcripts are mailed home at the end of school year.

## **INFINITE CAMPUS**

Fulton County Schools uses Infinite Campus as the learning management portal, which allows students and parents to view the student's academic progress and attendance online. You may visit [www.fultonschools.org/infinitecampus](http://www.fultonschools.org/infinitecampus) for more detailed information, including instructions for creating an account and logging in.

## **R.I.S.E.**

R.I.S.E. stands for Re-teaching/Instructional Support and Enrichment. It is dedicated time made by each teacher on a weekly basis for students to receive additional support to help build to content mastery. AHS highly recommends students attend RISE sessions when their cumulative numeric average is below 74 or when the student earns a 79 or below on a specific major assignment/assessment.

## **AHS DEPARTMENT R.I.S.E. SCHEDULE**

<b>SCHOOL YEAR</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<i>2021-2022</i>	<i>Language Arts</i>	<i>Science</i>	<i>Math</i>	<i>Social Studies</i>	<i>Elective</i>

## **RECOVERY**

All students will have one (1) opportunity each nine weeks (in each AHS course) to redo/retake one (1) major assignment/assessment. Eligibility for redo/retake is for students who receive a 79 or below on a specific major assignment/assessment. Students are eligible to earn a replacement grade on a redo/retake no higher than 79. Student redo/retakes must be completed before the next major assignment/assessment is given or five school days before the end of a marking period if there is not another major assignment/assessment given (exceptions can be made for students who have excused absences during the five-day window).

## **COMMUNICATION WITH FACULTY**

Due to limited access to a phone during the school day, please email faculty members with questions and concerns, so they may answer inquiries and resolve issues in a timely manner. Faculty will strive to respond to e-mail within 1 business day. Parents and guardians may arrange individual teacher-parent conferences; however, if a conference with more than one teacher is desired, the student's counselor can help coordinate the meeting. Parents must meet with a teacher before requesting a meeting with the department chair; parents must meet with a department chair and teacher before requesting a meeting with the department administrator.

## **LOST/DAMAGED PROPERTY POLICY**

Students are financially responsible for all property issued by Alpharetta High School. These items may not be left in classrooms, and teachers are not responsible for students' items left unattended. Items issued to the student must be turned in at the end of the course or as otherwise determined. Students will not receive credit for turning in another student's book, and students may not turn in replacement books. The cost of replacement items will be assigned to any student that fails to turn in property that was issued. Damaged items are subject to replacement cost. If a student is issued damaged property, the student must notify the administration in writing immediately.

**Creating opportunities for excellence in academics, arts, athletics, and altruism.**

