**Course Syllabus – 11th American Literature and Composition 2020-21**

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Office hours for students: Monday-Friday 2:00-3:30 via email or video conference by appointment

**Course Overview**

American Literature and Composition is a study of the major literary topics and themes across the history of the United States from pre-colonial times to present day. While maintaining an intense reading and writing emphasis, instruction will refine grammar, vocabulary, and speaking and listening skills, preparing students for the next level of English class. As a result, students will learn to think and write critically about literature. This course will address the standards for success as set out by the Georgia Performance Standards titled: English Language Arts Georgia Standards of Excellence (ELA GSE); you may access those standards for detailed information regarding each standard below at:

<https://www.georgiastandards.org/Georgia-Standards/Frameworks/ELA-11-12-American-Literature-Standards.pdf>

**Differences between Spring 2020 Remote Learning and Fall 2020 Universal Remote Learning Include**

• Our students will participate in synchronous and asynchronous instruction.

• Instructional days will operate on a bell schedule… like a normal school day.

• Attendance will be taken during all classes.

• Teachers and staff will be on campus Monday through Friday.

• Grades will count.

**Texts**

* Prentice Hall *The American Experience* textbook (online version available through Classlink on the Pearson app)
* Novels and playssuch as *The Great Gatsby, The Things They Carried, Their Eyes Were Watching God, Death of a Salesman* 
  + Parents and students will be informed prior to each unit what novel we will be reading.
  + We will start the year reading The Great Gatsby. A digital copy can be found online.

Classroom texts have been selected for students to read because of their literary merit, contribution to the subject of study, and support of the Georgia Standards of Excellence. We are sensitive to the values of the many different families that make up our school district, so please contact your child’s teacher if you have concerns with any of the texts your child is reading. We encourage your participation in your child’s education and look forward to working together as each of our students experience the rewards of reading.

**Required Materials**

* **Laptop or tablet (personal or school-supplied), sufficiently charged**
* Loose-leaf binder (notebook) paper
* Pen/pencil

**Technology**

* **Infinite Campus is the online gradebook**
  + Students can access it through the FCS Apps on Classlink, and parents can create accounts using a code provided by the school (please contact the front office for more information).
* All instruction will be provided using **Microsoft Teams** and **Microsoft products**.
  + Zoom teleconferencing software is not allowed to be used for any student activities, including extracurriculars.
  + Each school will use the ClassLink platform to access applications such as Microsoft Teams and i-Ready.
  + Inappropriate use of technology will be reported to the appropriate grade level administrator.
  + Students and parents will be provided resources in using Microsoft Teams and other instructional tools.

**Grading**

• Numerical grades will be given.

• Grades should be based on mastery of standards and not completion.

• Incompletes will be used in lieu of zeros.

• Grade will fall into the following categories: Formative, Summative, and Final Exam

• Summative grades are those reported to communicate an evaluation of student learning and mastery of

standards. Examples: Tests, labs, formal essays, quizzes, etc.

o Per District guidelines, students will have 9-12 summative assignments per semester. The individual weights of these assignments will be determined by course.

o The graded assignments in the Summative category are those that students would be allowed to redo

and resubmit to improve their grade.

• Formative grades are those reported to communicate how student learning is monitored during instruction on standards. Examples: classwork, homework, practice writing, etc.

o Grades given in this category will have a weight of 0 and will not count toward the student’s final grade.

o However, it is critical for students to complete this work because it informs the student and teacher how the student is performing prior to the summative assignment.

**Incompletes**

• Per GADOE guidance, FCS will adopt a NO ZERO policy during Remote Learning.

• An “I” will be entered in Infinite Campus for missing assignments/assessments.

• At the end of a grading period, an “I” for incomplete will be entered on a student’s report card if a student does not complete 80% of the summative assignments/assessments.

• Students will have the remainder of the school year to complete the missing/unsatisfactory work and remove the “I” from their report card.

▪ Students that receive an “I” at the end of Fall semester will have the Spring and Summer sessions to

complete their work and remove their “I”.

▪ Students that receive an “I” during Spring semester will

have the Summer session to remove their “I”.

• If a student does not resolve the Incomplete by the end of the school year, their incomplete will be updated with a non-passing grade.

▪ Schools are encouraged to provide support structures during the term to help students resolve

incompletes before the end of the term (Fulton County School District, 2020, p. 52). Attendance for

Students 3

• Attendance in synchronous instruction will be taken and maintained by all teachers.

• Teachers will note absences in Infinite Campus.

• Excused or unexcused absence standards will remain the same as will any processes regarding make up work. • Teachers will contact parents if students are absent (three or more days) or who have poor engagement (two or more incomplete/ missing assignments) if they have not been notified by parents.

**Office Hours During Universal Remote Learning**

* 2:00pm-3:30pm

**Grading Policy (language from district URL plan)**

* FCS Board Policy sets the minimum requirement of nine and a maximum of 12 summative graded activities per semester.
* Graded assignments/assessments demonstrating a student’s demonstrated mastery of the learning target(s) should be assigned weight toward the student’s final grade. Teachers will collaborate in PLCs to determine the exact number of summative assignments to be administered throughout the semester.
* Assignment/assessment scores assigned weight toward the final grade (demonstrating student mastery) should be entered in the “summative category” in Infinite Campus.
* The scores on low-stakes formative assessments should facilitate communication with students and families about engagement. These scores should be entered in the Gradebook, but they should not have a grade weight assigned to them.
* Per GADOE guidance, FCS will adopt a NO ZERO policy during Remote Learning. An “I” will be entered in Infinite Campus for missing assignments/assessments.
* At the end of a grading period, an “I” for incomplete will be entered on a student’s report card if a student does not complete 80% of the summative assignments/assessments.
* Students will have the remainder of the school year to complete the missing/unsatisfactory work and remove the “I” from their report card.
* Students that receive an “I” at the end of Fall semester will have the Spring and Summer sessions to complete their work and remove their “I”.
* Students that receive an “I” during Spring semester will have the Summer session to remove their “I”.
* If a student does not resolve the Incomplete by the end of the school year, their incomplete will be updated with a non-passing grade.

**Formative vs Summative Assignments (language from district URL plan)**

* Low-stakes formative assessments include items such as short quizzes of 3-5 selected-response items, personal communication (e.g. learning journals), or a constructed response (e.g. ticket out the door).
* Summative assessments including final exams should be targeted to prioritized standards and may consist solely of extended response items or a performance task. Examples include – e-portfolios, capstones, essays, presentations, or projects.
* Students should have three attempts at assignments to show mastery of a learning target.
* Teachers and service providers should ensure implementation of accommodations and modifications per student IEPs, to the degree possible.
* Teachers will provide feedback on completed assignments within 48 hours.
* FCS Board Policy IHA regarding high school course Finals will not be altered. Schools that wish to provide final exams at the end of fall semester should contact Student Information to update the weights for Summative and Final Exam categories to the following:
* Summative: 80%
* Final Exam: 20%

**Grading Scale**

* A student must complete 80% of graded assignments to earn a numerical grade in the course, otherwise they earn an Incomplete.
* End of semester grading will reflect the following:
* A – 90 and Above
* B – 80-89
* C – 70-79
* F – 69 and below OR an Incomplete not resolved by the end of the school year or summer
* I – Incomplete (Less than 80% of summative assignments were completed)
* NG – No grade

**TEAMS Protocols for Students**

* During Universal Remote Learning, each course will have a Microsoft TEAMs page managed by each teacher. Within Microsoft TEAMs, each teacher will upload the standard, learning target, and graded assignments for the week under the Files tab.
* Students are expected to adhere to the following protocols during both synchronous and asynchronous sessions:
* **K:** Keep mic muted – be respectful to those speaking
* **N:** Netiquette matters – use proper internet communication
* **I:** Inquiry - ask clarifying questions
* **G:** Get to class – be online and on time (or early!)
* **H:** Hands up – raise your hand in TEAMs if you want to speak
* **T:** Total focus – use only one device at a time
* **S:** Stay present – be engaged each period

**Recovery (language from district URL plan)**

* Per GADOE guidance, “students will be allowed to redo, resubmit, and/or retake assignments.”
* Students will be provided three opportunities to demonstrate their mastery of any summative assessment PROVIDED they have completed all formative assessments within the same unit. Students with missing formative assignments (indicated in Infinite Campus with an “I” for incomplete) will NOT be able to retake summative assessments.
* The deadline to submit all missing formative assignments and to schedule any summative retakes is two weeks before the end of the semester. (Dec. 4 for Fall 2020)

**Exam Exemption Policy**

* CHS teachers have developed the final exam exemption policy in order to provide exam exemptions for students in all grade levels. This policy provides all students the opportunity to exempt final exams provided a student meets the necessary criteria.
* Refer to the chart below for a detailed explanation of criteria students must meet in order to qualify for exam exemption. Keep in mind that a student’s number of credits determines their grade level.

|  |  |  |
| --- | --- | --- |
| **Grade Level** | **Requirements for Exam Exemptions** | **# of Exams Students Can Exempt** |
| 9th grade | * No ISS, OSS, or Honor Code violations during the semester * Final semester average is an **UNROUNDED 90%**or above * Student has submitted 80% of graded Formative assignments and 100% of graded Summative assignments, as recorded in Infinite Campus | 1 |
| 10th grade | * No ISS, OSS, or Honor Code violations during the semester * Final semester average is an **UNROUNDED 90%**or above * Student has submitted 80% of graded Formative assignments and 100% of graded Summative assignments, as recorded in Infinite Campus | 2 |
| 11th grade | * No ISS, OSS, or Honor Code violations during the semester * Final semester average is an **UNROUNDED 90%**or above * Student has submitted 80% of graded Formative assignments and 100% of graded Summative assignments, as recorded in Infinite Campus | 3 |
| 12th grade | * No ISS, OSS, or Honor Code violations during the semester * Final semester average is an **UNROUNDED 88%**or above * Student has submitted 80% of graded Formative assignments and 100% of graded Summative assignments, as recorded in Infinite Campus | 6 |

* Please note that for the following courses, final exams CANNOT be exempted:
* Courses that have a state mandated assessment (End of Course Test, for example)
* Any Move-On-When-Ready course
* Practice AP Exams

**How to Access in TEAMS the standard, learning target and graded assignment for the week**

* During Universal Remote Learning, each course will have a Microsoft TEAMs page managed by each teacher. Within Microsoft TEAMs, each teacher will upload the standard, learning target, and graded assignments for the week under the Files tab.

**Definition of Synchronous vs Asynchronous Instruction (language from district URL plan)**

* Daily instruction will be delivered synchronously, meaning live and in real time, by teachers over Teams.
* Students are expected to complete all coursework assigned by their teachers.
* Students are expected to attend online synchronous sessions and attendance in those sessions will be recorded in Infinite Campus by the teacher. If a student is unable to meaningfully participate in synchronous instruction due to the nature of their disability, they will be provided with asynchronous options.

**Honor Code Policy**

* As a community that values academic honesty and seeks to provide the highest levels of learning for students, the Centennial administration, faculty, parents, and students do not tolerate cheating.
* As stated in Fulton County Board of Education Policy, cheating includes:
* Copying or borrowing from another source and submitting it as one’s own work – including plagiarizing sources from the internet
* Seeking or accepting unauthorized assistance from anyone on tests, projects, or other assignments
* Providing or receiving test questions in advance without permission
* Working collaboratively with other students when individual work is expected – including homework
* Other offenses as determined by administration
* Consequences for copying or providing answers on an assignment which should have been completed by an individual student:
* First offense – incomplete on the assignment; parent notification; teacher requires assignment completion for 70%; assignments not redone will remain an incomplete
* Second offense – incomplete on the assignment; parent notification; teacher requires assignment completion for 50%; assignments not redone will remain an incomplete
* Third and further offenses – incomplete on the assignment; parent notification; disciplinary referral to administrator; teacher requires assignment completion for 50%; assignments not redone will remain an incomplete
* Consequences for plagiarism on a research paper or project; receiving or giving answers during a test or quiz:
* First offense – incomplete on the paper, project, or test; parent notification; teacher requires the original or an alternate assignment to be completed for 50%; time allowed will be half the original time assigned; assignments not redone will remain an incomplete
* Second and further offenses – incomplete on the paper, project, or test; parent notification; disciplinary referral to administrator; dismissal from leadership positions; exclusion or dismissal from honor societies; teacher requires the original or an alternate assignment to be completed for 50%; time allowed will be half the original time allowed; assignments not redone will remain an incomplete
* The following violations shall result in immediate administrative referral and exclusion or expulsion from all honor societies: cheating on a final exam; altering or forging grades, gradebooks, progress reports, report cards, or academic records; fabricating data or signatures; theft of a test or other school resources.  Students who commit an honor code violation could also lose leadership positions in clubs or organizations.
* Consequences will be applied if cheating occurs on any work submitted by a Centennial student in an event, competition, or contest in which he represents the school system.
* Additional possible consequences may include exclusion from interscholastic activities and extracurricular activities, as determined by the administrator.

**Attendance Procedures (to be taken during synchronous instruction)**

* Attendance will be taken during live synchronous sessions. Students are considered in attendance by logging in to the live synchronous session. Students who are absent (meaning they did not sign in during live instruction) will follow the same process the school used prior to URL to excuse those absences.
* Teachers will note absences or incomplete/missing assignments in Infinite Campus.
* Excused or unexcused absence standards will remain the same as will any processes regarding make up work.

**Classroom Rules & Consequences for Non-compliance**

***Rules:***

1. Be prepared. (Come to class with all required materials and completed work.)
   1. Be prepared to contribute to discussions when instructed to do so.
2. Be prompt. (Be logged into Microsoft Teams 2 or 3 minutes before class starts.)
3. Be present. (Have good school attendance and be attentive during class.)
4. Be polite. (Be respectful to others.)
5. Be participatory. (Participate in class and fulfill your responsibilities. Focus on learning.)

For more information, see the Fulton County Schools Student Code of Conduct & Discipline Handbook: <https://www3.fultonschools.org/CodeConduct/061255-00.pdf>.

***Consequences:***

1. Redirection and/or teacher verbal warning/private conference.
2. Parent contact and/or detention with teacher.
3. Office referral**.**