Course Name Syllabus

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| Teacher Enter Instructor Name Phone 956-574-5600 Email @bisd.us Classroom Room Number Conference Hours Enter Hours | Course Overview & Course Objective You might love the look of the classic, professional font in this syllabus as much as we do. But it’s also easy to get exactly the look you want. On the Design tab of the ribbon, check out the Fonts gallery to preview options right in your document and then click to apply one you like. Textbook and Resources Publication Name, Author Name  Publication Name, Author Name Course Materials  * Click here to add text. * Click here to add text. * Click here to add text. * Click here to add text. * Click here to add text. |

# Attendance Policy

Any student with less than 90% attendance of the required number of days that a class is offered in a marking period shall be subject to loss of credit in the course(s) where excessive absences have been recorded. (Please refer to pages 9-10 of the 2022-2023 Secondary Grading Procedures for more on Attendance Policy.)

Tardy Policy

Students are expected to arrive to class on time. When a student is marked tardy, the following procedures will be followed per semester:

* 1st Tardy Violation: Teacher Verbal Warning
* 2nd Tardy Violation: Teacher/Student Conference
* 3rd Tardy Violation: Teacher will call parent
* 4th Tardy Violation: Lunch Detention with approved referral
* 5th Tardy Violation: ISS with a referral

Repeated tardy violations will warrant further discipline including but not limited to: ISS, OSS, BAC removal.

# Classroom Rules and Consequences

Rules

1.

2.

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4.

5.

Consequences

1.

2.

3.

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5.

# Food and Drink Policy

Add YOUR OWN policy..

# Electronic Devices Policy

The use of electronic devices is not allowed during instructional time. Electronic devices may be used for instructional purposes only. (Teachers may add their own classroom rules**).**

# Homework Policy

Add YOUR OWN policy.

# Hall Pass Policy

# Any student not in class during instructional time must have an approved VMECHS pass. (In addition to this, teachers may add their own hall pass policy.)

# Academic Dishonesty Policy

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes but is not limited to cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The penalty for cheating will be a zero for work involved and the student will be subject to appropriate disciplinary action in cheating offenses. All students involved will be subject to disciplinary action. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation or information from students.

# Grading Policy

Grades should reflect the academic progress of a student.

* Major assessments are sixty percent (60%) of the grade. This must include a

**minimum** of three major assessments per six weeks/marking period.

* Minor Assessments are forty percent (40%) of the grade. This must include a **minimum** of four minor assessments per six weeks/marking period
* The **Semester Grade** is the average of the three (3) six week grading periods. The three (3) six week grading periods are added to final exam (FXM) gradeand divided by four (4) to arrive at the semester grade.

# Late Work Policy

Add YOUR OWN policy.

# Make Up Work Policy

Students, who have an excused or unexcused absence, will not be refused an opportunity to make up work if he/she is absent. The student will be given the same number of days to make up the work and turn in their work as the number of days he/she was absent.

Students who are absent on an announced test day will be expected to take a test upon return. If any student has been absent the day prior to an announced assessment and if nothing new has been covered, the student will be expected to complete or turn in assessment at the regularly scheduled time. If the student has been absent two or more days, the student will immediately make arrangements with the teacher for the makeup test. Any student who does not appear for a prearranged make up test or does not meet his prearranged due date for other work may receive a zero (0) on that test, work, or retesting.

Any student missing work due to participation in extracurricular activities must make prior arrangements with the teacher for work that will be missed prior to the absence.

A student should not expect make up work and tests to be identical to that done in class during his/her absence.

# Re-Testing Policy

The teacher must notify the student of a failing major assessment within 5 school days of the test date. There are no retests for research papers, projects, benchmarks, six weeks test(s) and semester exams. The teacher and student will work together to schedule a retest within (5) school days after learning of the failing grade, except under extenuating circumstance determined by the principal. No retests are available for students who received a “0” for academic dishonesty. The student may raise his/her score to a maximum of 70 on the test upon mastery of the retest. A student may not be retested more than one time for any given original major assessment. Retesting procedures apply to all students. *Dual Enrollment must follow University grading procedures.*

Receipt of Syllabus

**Course Name**

**Teacher Name**

I have read and discussed the 2022-2023 syllabus with my son/daughter. We acknowledge and understand the expectation and guidelines in this syllabus.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_