

# ALPHARETTA HIGH SCHOOL

## COMMON SYLLABUS 2023-2024



*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.

### MISSING AND LATE WORK

Students should make every effort to complete any missing work in a timely manner. All makeup work must be completed within 10 days of the original due date of the assignment, assessment and/or task. Penalties may be applied to assignments based on professional learning community agreements, see individual course syllabus. Extenuating circumstances due to prolonged absences of more than five consecutive days will be reviewed by the content departments leadership team.

### MID-TERMS, FINAL EXAMS, AND GRADABLE EXPERIENCES

All face-to-face AHS courses will meet during the scheduled final exam period, the last three days of each semester. During these three days, courses will have a mid-term, final exam, or a graded assignment. Students who do not exempt, will be expected to attend. See exemption policy on the AHS Website.

Reference individual course syllabus to determine if a mid-term or final exam will be administered for your course. Mid-terms, final exams, and gradable experiences will not be administered early; thus, students should make every effort to be present on the dates of the mid-term or final exam. For courses with a Georgia Milestones End-of-Course Test (EOC), the EOC will count 10% 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 district 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. For more detailed information including instructions for creating an account and logging in, you may visit [www.fultonschools.org/infinitecampus](http://www.fultonschools.org/infinitecampus). Parents may enable Infinite Campus notifications for student grades and daily attendance in the Parent Campus Portal.

## COURSE LEARNING PLATFORM

Fulton County Schools has begun its transition to Canvas for the in-class learning platform. During the 2023-2024 school year, some teachers will pilot Canvas while others will continue using Microsoft Teams. A complete list of all faculty and their associated class learning platform can be found on the AHS Website or by visiting <https://tinyurl.com/23-24StaffDirectoryAHS>. Please contact your child's teacher with any questions related to their class learning platform.

## 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

SCHOOL YEAR	Monday	Tuesday	Wednesday	Thursday	Friday
2023-2024	<i>Social Studies</i>	Electives including World Language	<i>English/Language Arts</i>	<i>Science</i>	<i>Math</i>

## RECOVERY

All students will have one (1) opportunity to recover all major assessments if they score below a 75%. Recovery must be completed within 10 days of the original assessment or prior to the next major assessment, whichever comes first. Students are eligible to earn a replacement grade on a recovery assessment that is no higher than 75%. A teacher must offer a RISE session to support students who need to recover a major assessment after the graded assessment is returned and before the recovery assessment is administered.

## 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.

