GENERAL SCHOOL SYLLABUS

MISSION:
The mission of Severna Park High School, the educational and cultural focal point of the community, is to empower all students to think critically, communicate and solve problems effectively and become lifelong learners.

This will be accomplished in partnership with families and the community through the delivery of a rigorous and appropriate course of study in a setting that is safe, supportive and healthy.

School Hours: 7:30 a.m.-2:18 p.m.
Main Office Hours: 7:00 a.m.-3:00 p.m.
Teacher Help Day: 2:18-3:00 p.m. Wednesdays and Thursdays
School website: www.severnaparkhigh.org
AACPS website: www.aacps.org
Blackboard website: www.blackboard.aacps.org or link from school website
Log in Name: sphs
Password: falcons

COURSE DESCRIPTION
Course description is listed in the AACPS High School Program of Studies.

TEXTBOOK
Students are encouraged to cover textbooks. Students are responsible for the care of the textbook. Damaged or lost property will be reimbursed by the student to SPHS at the replacement cost.

GENERAL COURSE AND CLASSROOM EXPECTATIONS/POLICIES

A/B Day Schedule:
The A/B day calendar is posted on the SPHS website, as well as the AACPS website. A/B days are locked in for the school year and will not change, regardless of school cancellations.

Attendance:
Attendance is very important to your success. Whenever you are absent, your parent/guardian must provide a note of explanation to the school within three days of your return to school. Absences in excess of five consecutive days require a physician’s note. When you are absent, it is your responsibility to complete make-up work (see Make-Up work policy).

Students who are truant from class or school (unlawfully absent) 8 days in a quarter, 15 days in a semester and/or 20 days in the school year, may not meet the requirements for earning credit. (Board of Education Policy JB)
Make up work will be given to all students regardless of absence, but students will NOT receive a grade on the work unless the absence is excused (legal).

**Tardiness:**
Learning can only take place when students are present in class and ready to learn and teachers are ready to teach!
Teachers will consider a student late once the late bell rings and a student is not in the classroom.
Consequences for tardiness to any instructional period, including returning from lunch will be as follows:
1. 1st Tardy – Warning/reminder of student attendance responsibility
2. 2nd Tardy – Parent contact and/or detention
3. 3rd Tardy – Parent contact and/or detention
4. 4th Tardy or more - Referred to administrator

Please reference AACPS Attendance Policy and Regulation at [www.aacps.org](http://www.aacps.org)

**Academic Integrity**
The Anne Arundel County Board of Education believes learning occurs best in an environment of academic integrity.
Academic integrity is defined as exhibiting honesty in all academic assignments. High ethical standards are integral parts of student and teacher character. Students are expected to exhibit academic honesty in the completion of all course assignments, assessments, and other instructional activities.

The following actions are examples of prohibited behaviors, which constitute academic dishonesty:

A. Lending or copying homework that is individually assigned by the teacher.
B. Committing plagiarism. Plagiarism is defined as deliberately presenting the ideas or works or statements of another as one’s own, without acknowledgement of the source. Plagiarism includes downloading, copying and/or buying work and submitting it as the student’s own work.
C. Discussing test and/or quiz items with other students who have not yet taken the assessment.
D. Altering grades without teacher permission.

The following actions are examples of prohibited behaviors during a test, which may constitute academic dishonesty:

A. Talking during the test without permission.
B. Turning around in seat without permission.
C. Passing notes during the test.
D. Using unauthorized information stored in calculators or other electronic devices.
E. Having information written or stored on the body, clothing or other objects.
F. Having books, notes and/or notebooks open during a test without permission.
G. Writing on a test paper after the test is over, or as the papers are being submitted, in violation of the specific directions of the teacher.
H. Looking at or “viewing” other students’ work during the test.
I. Knowingly giving or receiving answers during the test.

Violations of academic integrity may result in the following disciplinary action:
- Violations of the Academic Integrity Policy shall be reported to the office on the discipline referral form.
- Consequences for violations may vary according to the severity of the violation as determined by the Principal or his/her designee.
- Credit may be withheld for an assignment submitted in violation of the Academic Integrity Policy.
- Violating the Academic Integrity Policy during the Quarterly Assessment may result in failing and/or not receiving credit for the course.
**Classroom Expectations/Rules:**
Listed on individual teacher’s Specific Course Syllabus.

**Conduct of Students:**
SPHS rules/expectations: Be RESPECTFUL, Be RESPONSIBLE.
Appropriate student behavior is expected and essential to ensure a safe/effective learning environment. Students have the responsibility to conduct themselves in a manner that does not detract from the learning process.
Students will be positively rewarded with positive praise, and other forms of positive reinforcement for rule/expectation compliance.
Students who violate school rules/expectations/policies will receive progressive discipline measures in regards to their inappropriate behavior, in accordance with the AACPS Code of Conduct.

**Cell Phone:**
SPHS will abide by AACPS policies and regulations regarding cell phones for sending and receiving text messages, checking email, posting on social media and the unauthorized use of the phone as a camera or recording device. The use of personal electronic devices by students is authorized during the school day in AACPS schools and property, and while students are attending school system sponsored activities during regular school hours when they are in compliance with the specific school’s rules, Board Policies and Regulations, and applicable local, state, and federal laws, and so long as such use does not interfere with the students’ educational requirements, students’ responsibilities/duties and performance, the rights and education of others, and the operation and services of AACPS.
- Teachers shall determine authorized use within their respective classrooms. There may be times when it may be advantageous to use the technology available in cell phones (ie. timers, calculators) or other features (ie. internet, app) to augment classroom instruction. For example, students may want to capture data, diagrams, charts or lab set-ups with the camera or conduct a quick internet search as part of an instructional activity. On these occasions, the TEACHER WILL determine its instructional use and will make it clear to the students how and when the cell phone may be used.
- The cell phone will NEVER be allowed in a testing environment and is NOT PERMITTED for use during classroom lecture, unless otherwise instructed by the teacher.
- Any unauthorized use of the cell phone will result in immediate confiscation and consequences in accordance with AACPS and SPSH policy.
- AACPS and SPHS is not responsible for the loss, theft, damage, misuse, unauthorized use, destruction, or data fees of any Personal Electronic Communication Devices brought to school by a student.

**Grading:**
SPHS grading system will comply with AACPS Board of Education Grading Policy, II-RA.
Grades are earned by student to document mastery of course objectives, skills, content and concepts.

A student’s grade will be determined through a point system.

Homework is assigned on a regular basis, TBD by teacher. It is intended to:
- promote the attainment of positive work habits and study skills;
- practice material and skills already taught;
- prepare for upcoming lessons;
- study for upcoming assessments; and/or
- extend student understanding of concepts.

Some homework assignments may be evaluated for completeness, while others may be evaluated for accuracy. Homework is posted in the classroom each day on the “Homework” board. It is the student’s responsibility to record the Homework in their student agenda.
Homework in English, Mathematics, Social Studies, Science and WCL accounts for 10% of student’s total grade for each marking period. All other high school courses, homework shall be assigned at the teacher’s discretion. If it is assigned in the other courses, it may still only account for 10% of student’s marking period grade.

All high school courses shall have a minimum of nine separate assignments or assessments, an average of one grade per week, for course content, skills and mastery in addition to homework.
All work should be attempted and completed to the best of the student’s ability. Teachers shall assign a minimum grade of 50% to assignments or assessments for which the student made a good faith effort, as determined by the teacher, to meet the basic requirements. If a student does no work on an assignment or assessment, the teacher shall assign a grade of zero.

Other points may be derived from any combination of: Classwork, Projects, Quizzes, Tests and/or Assessments, TBD by teacher.

**Grading Scale:**

- **A** 100% - 90%  Excellent mastery of standards is evident.
- **B** 89% - 80%  Advanced mastery of standards is evident.
- **C** 79% - 70%  Acceptable mastery of standards is evident.
- **D** 69% - 60%  Partial mastery of standards is evident.
- **E** 59% or below  Minimal or No mastery of standards is evident.

Only final letter grades shall appear on student transcripts.

Each of the two marking period grades of a semester shall equal 50% each. High school course final grades shall be determined by averaging the two marking period of a semester grades. Note: Quarterly assessments shall count for 10% of each marking period grades.

**Example:**

1\textsuperscript{st} Marking Period = 50% (of which 10% is Quarterly Assessment)
2\textsuperscript{nd} Marking Period = 50% (of which 10% is Quarterly Assessment)
Final grade for Semester One = 1\textsuperscript{st} (50%) Marking Period + 2\textsuperscript{nd} (50%) Marking Period

3\textsuperscript{rd} Marking Period = 50% (of which 10% is Quarterly Assessment)
4\textsuperscript{th} Marking Period = 50% (of which 10% is Quarterly Assessment)
Final grade for Semester Two = 3\textsuperscript{rd} (50%) Marking Period + 4\textsuperscript{th} (50%) Marking Period

Quarterly Assessments shall count for 10% of each marking period’s grades.

1) Quarterly assessments are required student evaluations that are given on a quarterly basis in all high school courses unless otherwise approved by the Assistant Superintendent for Curriculum and Instruction or his/her designee. Quarterly assessments are to be no longer than one class period in length (55 minutes for math and 70 minutes for other content areas) scheduled during the end of each marking period QA window. Exceptions to this procedure shall be made on a course-by-course basis by the Assistant Superintendent for Curriculum and Instruction in consultation with the appropriate content coordinator or Assistant Superintendent for Advanced Studies and Programs in consultation with the appropriate program coordinator. Quarterly assessments may include a variety of evaluation types.

2) Students unable to take a quarterly assessment due to an approved emergency situation or approved legal absence shall, with the approval of the principal (or principal’s designee), be permitted to take a make-up assessment. In extenuating circumstances and solely at the discretion of the principal (or principal’s designee), a waiver of the quarterly assessment may be considered. In such a case, the grades shall be computed without the inclusion of a quarterly assessment grade.

3) Only graduating seniors can opt out of the fourth marking period QA if they have taken the AP exam. If a graduating senior elects to opt out of the fourth marking period QA in lieu of an AP exam, the final semester grade shall be determined by averaging the two marking period percentage grades. The fourth marking period shall not include a 10% QA grade in these instances (see Section B.7.a.3. of II-RA Grading regulation). All underclassmen (students in grades 9, 10, and 11) must take the 4\textsuperscript{th} MP QA, regardless if they took an AP exam.
Opportunity for Mastery (Redo):
Students shall have one additional opportunity to improve their scores on each of at least three (3) but no more than five (5) of the total graded qualifying assessments, activities, or assignments which demonstrate knowledge of course content, skills, and standards and count toward a student’s marking period grade. Syllabi shall state the number of such eligible items for which students have the opportunity for mastery under this provision. Students may not use more than one of their opportunities for mastery on the same qualifying assessment, activity, or assignment.

   ii. Regardless of the initial grade the student received, to qualify for an opportunity for mastery under this provision, the student must:
      a) have completed and submitted the original assessment, activity, or assignment by the due date. Teacher-facilitated re-teaching (before, during, or after school) is recommended before a student uses one of his/her opportunities for mastery. However re-teaching may not be feasible due to scheduling restraints or extenuating circumstances.
      b) complete and submit the new assessment, activity, or assignment within ten school days of receiving the returned original graded work.

   iii. Students may choose which assessments, activities, and assignments they re-take, in accord with the opportunity for mastery position of this Regulation, except for the following which are not qualifying assessments, activities, or assignments:
      a) Homework
      b) Quarterly Assessments
      c) Multi-component research projects or multi-component written papers (components of the project or paper that are graded separately may be a qualifying assignment)
      d) Assessments, activities, or assignments completed during the last week of the marking period.

   iv. After an opportunity for mastery is graded, the higher grade shall be the grade of record.

Home-School Connection:
Refer to “Home-School Connection Etiquette and Guidelines” listed on SPHS website, www.severnaparkhigh.org
Faculty/Staff email addresses are available on the SPHS website.
“Falcon Times” (school newsletter) is posted on the SPHS website. SPHS will not be mailing newsletter home.
“The Talon” (school newspaper) is posted on the SPHS website. Limited printed copies are available to students.
Blackboard Connect emails are sent out regularly to parents offering information pertaining to school. Be sure to provide email address on Emergency Card if you would like to receive such emails.

Interim Report and Report Card distribution dates:
The distribution dates are posted on the www.aacsp.org website, as well in the “Falcon Times” (school newsletter).

Late Work:
All assignments shall have a due date. Assignments submitted after the due date shall be penalized on a sliding scale basis, as described in the specific course syllabus, and determined by the course content team in advance. The outside date for late work to be submitted shall be five school days from the original due date. With regard to late Homework, teacher choice whether to accept late Homework as 50% for each day after it is due (days late two through five), OR a sliding scale (% late for each day late through five days); late Homework may earn a 0% if not turned in within five school days from the original due date.

Make-up work:
When a student is absent, it is the student’s responsibility to get the make-up work. The legally (excused) absent student will be allotted at least the same number of days equal to the number of days absent for that class to make-up work. Work not made up within the time allowed will receive a failing grade. Students with unlawful (unexcused) absences may request missed assignments, but will NOT receive credit for this work.
**Participation:**
Instructional activities are used during every class to help the student critically think and reflect on course content. Students are expected to actively engage in daily instruction.

**Passes:**
The student’s agenda will serve as the bathroom, hall, locker, office, and health room pass. Student must receive permission from the teacher to leave the classroom, prior to leaving. The teacher will sign the student agenda prior to the student’s exit from the classroom, completing the necessary information contained in the Passport section.

**School supplies specific to this course:**
TBD by teacher and instructional program needs.

**Student Progress:**
Because parents are partners in the education of their child, communication between teachers and parents is vital to student success. Written notes, notes in student agenda, telephone conversations, e-mails (note “Email Etiquette and Guidelines” posted on SPHS website), face-to-face Parent-Teacher conferences (scheduled through the Counseling Department), student grade reports and interim reports are all excellent means of maintaining appropriate and open communication with parents. Please be sure SPHS has accurate parent email address.

Parents are also able to access student grades via Parent Connect. See the Main Office Secretaries if parent would like to secure access to Parent Connect.