



COURSE OUTCOME:

- Course Description
- Hyperlink to local curriculum, state standards, and/or competencies

INSTRUCTION:

- Topics/Competencies/Skills Covered (use the term that best applies to your content area and course)
- General Pacing
- Materials Needed
- Fees
- Resources
 - **Textbooks:**
 - Basal & supplemental text.
 - **Compliance with Instructional Materials Policy & Procedure IFAB:**
 - *List of Instructional Materials (denote items drawn from district-wide approved list)*
 - All objectionable content flagged (refer to guidelines in Policy IFAB)
 - Describe the protocol for accessing equitable alternative assignment outlined
- Safety Procedures, *if applicable*

ASSESSMENT:

- Expectations/Skills/Competencies(use the term that best applies to your content area and course)
- Grading Policy/Rubrics
- Explanation of Assignments & Projects – expectations/ timeline/due dates, etc.
- Make-Up Work Policy/Late Work Policy
- Portal Post Policy – Teacher Commitment to Post Grades to Portal *at least* once per week.

For Example:

One way in which I am able to communicate with the student and parent is through Parent Portal. In order to give timely feedback, I will update grades at least once per week.



GENERAL EXPECTATIONS:

- **Students:**
 - Attendance Policy
 - Classroom Policy/Procedures
 - Honor Code
- **Teacher:**
 - Communication Strategy:
 - Office Hours/Contact Information/Email
 - School Fusion-commitment to maintain and update regularly
 - Open Disclosure/Parent Notification
 - Intervention Strategy – tutoring, extra help, etc.

- **PLAGIARISM**

According to Harbrace Handbook, 15th edition:

Plagiarism is defined as “presenting someone else’s ideas, research, or opinion as your own without proper documentation, even if it has been rephrased.”

It includes, but is not limited to the following:

1. Copying verbatim all or part of another’s written work;
2. Using phrases, figures, or illustrations without citing the source;
3. Paraphrasing ideas, conclusions, or research without citing the source;
4. Using all or part of a literary plot, poem, or film without attributing the work to its creator.”

- **CONSEQUENCES OF PLAGIARISM**

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism will have the option of either redoing the assignment within a specified time period and accepting a grade letter drop or taking a zero on the assignment. Parents should be involved in making the decision.