



# ALPHARETTA HIGH SCHOOL COMMON SYLLABUS 2024-2025



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.

### \*\*\*NEW\*\*\* ARTIFICIAL INTELLIGENCE (AI)

The use of generative AI tools is permitted only with explicit teacher approval for specific assignments. AI can serve as an aid to enhance understanding and interaction with course content, within the boundaries of academic integrity. If AI tools are used, all AI-generated content must be accurately cited, and students are responsible for the integrity and correctness of their submissions, including any content derived from AI tools. It is essential to critically evaluate AI outputs to ensure they meet academic standards. Unauthorized use of generative AI, without proper citation, is considered a violation of the Fulton County Schools Code of Conduct and may result in disciplinary action.

### \*\*\*NEW\*\*\* CANVAS: COURSE LEARNING

Fulton County Schools has transitioned to Canvas for the in-class learning platform. During the 2024-2025 school year, all teachers will utilize Canvas. Canvas will also serve as the Gradebook of Record. While grades will sync each night to Infinite Campus, parents are highly encouraged to register for a Parent Observer Account using these instructions to ensure they are viewing the most up-to-date information regarding their child's grades.

### 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.**

### CELL PHONE USE POLICY DURING INSTRUCTIONAL TIME

- **DISTRICT:** As per FCS Student Code of Conduct, Rule 18f: The use of PCDs is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member.
- **AHS:** Teachers will establish classroom expectations and procedures for appropriate cell phone use during instructional time – see below. Students who do not meet these expectations will be given one reminder. If the student does not comply, the teacher will utilize the white button for an administrator to come and retrieve the cell phone. Parent will be notified by the administrator and be required to come pick up the cell phone from the school.
- **Teacher Policy:** Your teacher's individual classroom policy is below.

<b>Classroom Expectation:</b>
<b>Consequence:</b>

### 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 48 school hours. Parents and guardians may arrange individual teacher-parent conferences; however, if a conference with more than one teacher is desired, the student's counselor will 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.

## 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/infinitecampus3](http://www.fultonschools.org/infinitecampus3). Parents may enable Infinite Campus notifications for student grades and daily attendance in the Parent Campus Portal.

## 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.

## 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 20% of the final grade.

## 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.

## 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 R.I.S.E. session to support students who need to recover a major assessment after the graded assessment is returned and before the recovery assessment is administered.

## 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 R.I.S.E. 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
2024-2025	Math	Social Studies	Electives including World Language	English/Language Arts	Science