



UNION GROVE HIGH SCHOOL
American Literature and Comp. Course Syllabus

Instructor: T. Moore and T. Duncan

Room #: 206

Year: 2021-2022

Course Name: American Literature and Composition

Textbook Used: Into Literature 11

****Accessible from student Launchpad**

Supplementary Texts or Special Materials:

- UGHS issued Chromebook issued to student is required
- Google Calendar within Google Classroom
- Online HMH Textbook
- OUTLOOK mail – check at the beginning AND end of the school day
- Binder with loose-leaf paper and tab separators
- Black and blue pens, pencils, Correction tape, Highlighters
- Personal hand sanitizer, face mask (highly recommended but **not** required)

Tissues and hand sanitizer donated for class use are greatly appreciated!

Course Description

This course is a thematic survey of American literature with emphasis on writing and independent reading. This is a Georgia Milestones class. Students will learn how to approach a text, how to write to convey an appropriate message for a targeted audience, and refine their study habits and skills to meet the rigor of academic work. The Georgia Standards of Excellence along with the Henry County Balanced Curriculum documents will guide the work and pacing of the course. Assignments will be posted in Google Classroom, HMH, Khan Academy, and possibly Membean.

Course Outline and Content

The course can include independent reading of many types of genres through various means and media, preparation for the Georgia Milestones, vocabulary study, essay writing that includes but is not limited to argumentative, narrative, and informational/expository.

The course is divided into two semesters, fall and spring. Fall semester concludes with a “midterm” which counts as a final for that semester; spring concludes with a teacher exam along with the Georgia Milestone Am. Lit. Exam.

Final Exam

In an effort to encourage and reward excellent attendance at the high school level, a student may exempt any **one (1)** final exam during the spring semester provided he/she meets the following criteria:

- The student must not be absent from school, have checked in late (tardy to school), or checked out early for a combined total of more than five (5) times during each semester for any reason (excused or unexcused).
- The student must have a cumulative grade average of at least 80 in the course in which he/she wants to exempt the second semester exam, **based on the final 4.5 week grade post from April 27th, 2022.**



- **Exam exemption does not exempt students from completing work or assessments assigned between April 27th and the time of their respective exam. The course final average will reflect all practice work and assessment tasks for the entire semester.**
- The student must enroll before the spring FTE (March) count in order to exempt an exam.
- No administrative disciplinary consequences can be received by the student throughout the academic school year.
- The student must have earned credit for Section A (Fall Semester) of the course he or she wants to exempt in the spring.
- **Students may not exempt any state-required testing (such as the Am Lit Milestone) under this policy.**

*** If a student exempts an exam, the cumulative grade will be entered as the final exam score. The cumulative grade includes all assignments/assessments in the practice work and assessment tasks categories prior to the exam. ***

Additional Guidelines Re the Final Exam:

- The student may pick up an exemption form from the front office after April 18th, 2022 and complete this form, as well as the parent/guardian acknowledgement portion.
- **Students will reference their 4.5 week grade on April 27th to qualify for spring exam exemption.**
- Any student who wishes to exempt any final exam must complete the form for exemption and submit it to the front office by **April 29th**, complete with parent acknowledgement of exemption.
- Any subsequent exemption is provisionally approved pending continued attendance and no troublesome behavior leading into the exam period. Any student receiving administrative disciplinary consequences or violates the attendance requirements stated above after submission of the exemption form and prior to the exam will forfeit the right to the exemption and is expected to take that exam.
- The form, with both the student request and parent authorization and acknowledgement, are due by Friday, April 29th before the close of school, and **WILL NOT BE ACCEPTED LATE. ANY FORM TURNED IN LATE AUTOMATICALLY FORFEITS THE RIGHT TO AN EXEMPTION.**

Grade breakdown

The course will consist of two parts, each worth .5 credit.

90-100% = A	Minor: 40%
80-89% = B	Major: 40%
74-79% = C	Semester Final: 20%
70-73% = D	
69% and lower = F	

Student Achievement Targets:

1. Students will be able to write well-organized and comprehensive writing pieces.

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2. Students will develop reading and vocabulary skills necessary for success in American literature, on the Georgia Milestone and college placement tests.
3. Students will develop the necessary skills for success in college, the world, and life beyond high school.

Unit Repair Plan:

In an effort to aid in student mastery, each UGHS student will have the opportunity to participate in Unit Repair. The number of unit repair opportunities may differ by content and is department specific. In order to receive this opportunity, the student must communicate with the teacher to receive instructions within two school days of receiving the graded assessment. Students are required to complete coursework and/or before/afterschool tutoring as defined by the teacher to show a greater understanding of the material to reassess. The student has two weeks from the date the graded assessment is returned to complete the practice work and take the reassessment.

The English department's Unit Repair Policy is as follows:

Students may utilize unit repair twice per semester for a failing grade on a major test. The grade earned through unit repair will replace the current failing grade. All students must complete the practice work or tutoring assigned to qualify for unit repair, i.e. learn the material previously unknown.

Extra Work and/or Extra Credit:

Extra work is not given. If a student is doing well, they do not need it. If a student is struggling, extra work will only serve to overwhelm them.

Extra credit is very, very rarely given and not to be relied on to pass a class.

Special Assignments and Projects: Extended projects and research essays will be assigned at teacher discretion.

Classroom Rules and Discipline Procedures

All students must adhere to the rules and expectations outlined in the Henry County Schools student handbook and the Union Grove High School student handbook addendum. All teachers use a four-step plan for behavior correction and management.

Attendance Policy

Students are expected to be in class **daily**. Consistent, regular attendance is absolutely mandatory for student achievement: students must be present to learn and participate. There are multiple activities such as class discussions, Socratic seminars, group oral presentations, etc., that cannot be made up and therefore students must be present to participate and receive new information. Academic accomplishment is not possible when students are not in class to learn the content.

If a student knows they will not be in class, they are to make arrangements with the teacher **PRIOR** to that absence. Any absences not arranged prior, will **require a parent email to the teacher within 24 hours confirming the parent's knowledge of the student's absence.** Any absence not accompanied by a parental email will result in a zero for any work missed that day.



Chromebook Policy

It is an expectation for students to have their charged Chromebook with them **every day**. Failure to do so will be regarded as “not being prepared for class” and result in a step in the discipline/correction process.

Make-up Policy

The county policy is followed at all times. Students should schedule make-up work individually, within 48 hours of their return to class. **Late homework is not accepted.** Due to activities and employment, homework is not typically assigned. On occasions it is allocated, it almost always takes less than 15 – 20 minutes to complete: hence late work not being allowed.

Cell Phone/Smart Watches/Electronic Device Policy

The cell phone/electronic device policy *begins when students enter the designated classroom area*. All students will place all cell phones/devices in the teacher assigned caddy. During this time, **cell phones must be turned off**. Additionally, all smart watches or other electronic devices connected to the phone must be caddied until the end of class. Cell phones/devices will remain caddied until the end of class. Students will NOT be allowed to take their phones/devices out of the room when they have a hall pass to the restroom, media center, etc. **I do NOT infringe on students’ academic progress by utilizing my cell phone during class and I expect them to have the same respect for their education as I do.**

On Time Policy

In order to be considered “on time” to class, the student must be INSIDE the designated classroom area by the end of the tardy bell. However, instruction is bell-to-bell and as such, **class will begin when the bell rings**. If students choose to stand by the phone caddy, texting until the tardy bell rings, they will forfeit all time spent getting to their seats and preparing for class. Consequently, should they not finish the warm-up assignment due to forfeited time, they will receive the grade they chose to earn.

Hall Pass Policy

Students are required to have a standard issued UGHS pass at **all times** while out of the classroom; failure to do so will result in disciplinary consequences. Students are also required to fill out the Google form prior to leaving the classroom and document their return time on the same form. Teachers will not give out hall passes during the first ten minutes or last ten minutes of class. **It is at the teacher’s discretion to allow or deny a hall pass request.** In this class, students have four restroom passes per semester. This is in addition to the ones they have in other classes, as well as the eight other times they have an opportunity to use the restroom during the course of each day.

Contact Information:

Teacher Name: Tanya Duncan

Email: tanya.duncan@henry.k12.ga.us

Please include your **student’s name and period number in the subject line** of all emails. Thx!

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Please complete the Google Form by clicking on the link below to acknowledge your understanding of the course syllabus. Questions should be directed to the teacher.

<https://forms.gle/vcV78AquGMsmz89U7>