

**School Name**  
**Course**  
**Academic Year (20xx-20xx)**

Instructor Name

Contact Information (email & school phone)

I. Course Description:

[Statement about main goals of the course to include main goal as students demonstrating appropriate knowledge, skills, and understanding of course content.]

II. Essential Understandings/Questions for Course Content (SOLs, AP, and/or DE)

[Link to Division Curriculum documents available on GCPS website, including prescribed Advanced Placement or Dual Enrollment syllabus, or VDOE Curriculum Framework]

III. Required Materials & Supplies

IV. Classroom Expectations

a. Standard expectations ***beyond the Student Code of Conduct***

- i. In class when the bell sounds
- ii. Prepared with only required materials & supplies (no electronic devices, no personal grooming items)
- iii. No food or drink
- iv. Respectful behavior to students and adults at all times

b. Teacher-specific policies and/or classroom procedures ***beyond the Student Code of Conduct***

- i. Example 1: Please allow at least two weeks for the grading of essays and written assessments and the posting of them online. Quality feedback will be provided on written essays and assessments.

V. Grading & Student Evaluation

a. List of Assignment types and descriptive expectations for proficient performance (including appropriate rubrics)

b. Grading Scale: The following scale will be applied to coursework other than homework:

Grade A:	90-100
Grade B:	80-89
Grade C:	70-79
Grade D:	60-69
Grade F:	59 and below

- Homework: Homework should be work assigned to be completed outside of the classroom in order to provide each student with the opportunity to practice important skills, develop a deeper understanding of content, or prepare for upcoming activities, assignments, and assessments. Students who complete all assignments will be better prepared for all assessments and projects. Homework is assigned to allow students to demonstrate mastery of content or obtain a deeper understanding of the content.

VI. Extra Help & Assistance:

[Statement from Teacher about availability for assistance outside of class.]

**ADOPTED:** August 26, 2010