Dear Parent/Guardian,

Please take time to read the following pages that will tell you more about the Civic Literacy class that your child is enrolled in at Southeast Guilford High School. Once you have reviewed these pages, please sign and have your child return this sheet to me signifying you have indeed received and read these pages.

Sincerely,

Ms. Crystal Taylor

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian, please print) have received, read, and understand the course packet from Ms. Taylor including the sheet on rules, expectations, procedures, after school tutorials, etc.

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

**Course Description**

**Founding Principles of the United States of America and North Carolina: Civic Literacy**

 The standards and objectives in the Founding Principles of the United States of America and North Carolina: Civic Literacy course will provide students the opportunity to engage in intensive application of the skills, concepts, processes, and knowledge gained in previous social studies courses and prepare them to be college, career, and civic ready. Despite there being a different overall focus for each subsequent course, students will explore the content through the following lenses: inquiry; behavioral sciences; civics and government; economics; geography; and history. As students develop cognitively, these lenses become more focused based on the grade-level content and disciplinary thinking skills.

 This course has been legislated by N.C. Session Law 2019-82, House Bill 924. Because the civics and government strand is an integral part of the vertical learning progression of each course, kindergarten through high school, students are expected to enter this course with a fundamental knowledge and understanding of the structure and function of government and civic responsibility. This course provides students the opportunity for a deeper study of the governmental and political systems of the N.C. and the U.S. and will build upon the application of the Founding Principles as identified by N.C. Session Law 2019-82, House Bill 924. This course will allow students to examine the ways in which power and responsibility are both shared and limited by the U.S. Constitution and how the judicial, legal, and political systems of North Carolina and the United States embody the founding principles of government. Students in this course will analyze and evaluate the extent to which the American system of government guarantees, protects, and upholds the rights of citizens. Through the integration of inquiry-based learning, students will also investigate how the American system of government has evolved over time while learning how to analyze topics, issues, and claims in order to communicate ideas and take action to effect change and inform others. When opportunities can be provided, this course can be augmented by related learning experiences, both in and out of school, that enable students to apply their knowledge and understanding of how to participate in their own community and governance. Mastery of the standards and objectives of this course will inform and nurture responsible, participatory citizens who are competent and committed to the core values and founding principles of American democracy and the United States Constitution.

**This course has been called Government, Political Science and ELPS (Economic Legal and Political Systems) in the past and in other states.**

# Civic Literacy Course Packet

* **Textbooks:** Civic Literacy: *Civics Today Citizenship, Economics & You* published by Glencoe McGraw Hill we will have a class set of these in the room. While at home you can use this online version, which can be accessed via Canvas on my homepage. If you would like a hard copy of the book you may check one out to use for the semester.
* **Materials Required for Class:** One, 1 inch (minimum) three ring binder, loose leaf paper, pens (blue or black ink) and pencils. The binder should not be shared with other classes unless you plan on buying a larger than 1-inch binder and having dividers.
* **“Wish List” Materials (recommended but not required):** colored pencils, markers**,** construction paper, posterboard & glue (liquid or glue sticks). **Tissue boxes** for the class are greatlyappreciated.
* **Grading Scale:**

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

Homework/Classwork 30%

Quizzes 30%

Tests (Including Projects) 40%

* **The final grade for the class will be calculated as follows:**

First Quarter 40%

Second Quarter 40%

Final Exam 20% Which will be a GCFE (Guilford County Final Exam)

* **Late Work:** If you do not turn in an assignment you have **4 school days** to turn it in with 10 points deducted each day. **Examples**: Turned in on due date: full credit

 Turned in 1 day late: maximum credit of 90%

 Turned in 2 days late: maximum credit of 80%

 Turned in 3 days late: maximum credit of 70%

 Turned in 4 days late: maximum credit of 60%

 Turned in 5 days late or more; no credit 0%

* **Classroom Rules:**

### No cell phones, tablets, laptops/computers, smart watches or ear buds

###  (unless we are using them in the lesson)

### I will be collecting your phones at the beginning of class each day.

1. **Do not talk while someone else is talking (teacher or classmates)**
2. **No food or drinks (only water because it does not make a mess)**
3. **No Hats or Hoodies**

**All other rules in the student handbook apply in every classroom.**

* **Consequences: 1) Verbal Warnings**

 **2) Parent Contacts**

 **3) Office Referrals**

* **Southeast High Student Dress Code**

Clothing should be neat and clean. Any item that may not be listed below that is determined to be disruptive, will be dealt with on a case-by-case basis.

Southeast High School and Guilford County Schools reserve the right to modify this policy as necessary and reserve the right to determine what might be disruptive and unsafe. The dress code policy is in effect every day of the school year, including the first and last weeks, exam days, shortened days, snow days, summer school and special events unless otherwise noted. Students in violation will be asked to change the clothing or to call a parent to bring additional clothing. Repeat offenders will face disciplinary actions in accordance with Rule 6 in the GCS Student Code of Conduct.

|  |  |  |
| --- | --- | --- |
| **General** | **Specifics** | **Other** |
| No clothing permitted that displays alcoholic beverages, tobacco, sex, drugs, vulgar or profane statements/symbols, or full or partial nudity. Clothing must not include wording or symbols that are offensive to any person or group. Shirts must not display gang symbols, gestures or wording. Gang colors are not allowed at any time; this includes bandanas used to display gang colors. No visible gang-related tattoos are permitted.No see-through clothing.  | Tops and bottoms must be worn, and they must cover all undergarments. Bottoms should cover buttocks. Tops should meet bottoms. Tube tops are not permitted. Face coverings should only cover your mouth and nose (i.e. no ski masks).The following items are also not permitted: face paint, sunglasses, pillows, long rain or trench coats, chains, studded necklaces and wristbands. | Teachers can enforce head wear restrictions in their classrooms. **Ms. Taylor does not allow the wearing of hats or hoodies in her classroom.**  |

In the event of a dress code infraction, staff should provide students an opportunity to correct their dress (i.e. put on a jacket, remove the studded bracelet, etc.). If student is non-compliant, student should be sent to the front office.

* **Attendance Policy**

Southeast High School believes that student attendance is a predictor for student engagement and success in the school. With that understanding, Southeast High follows the GCS Board Policy concerning student attendance (Regulation 4400-R). This policy requires students to demonstrate mastery of their learning after each missed day (excused, unexcused, quarantine).

When a student misses instruction, they will be provided a meaningful opportunity to learn missed content via missing graded work, tests, instruction, etc. Upon returning from an absence, make-up learning must be completed within 2 school days plus the days missed (e.g. 3 days absent equates to 5 school days to complete missed learning) with the maximum amount of time being 15 school days. A student’s failure to complete the makeup learning after the teacher has made adequate effort to coordinate the makeup process with the student and a reasonable time has passed, the student’s zero will remain.

**Attendance Interventions**

|  |  |
| --- | --- |
| Blocks Missed | Intervention  |
| 4 absences | 1. Teacher contacts parent (phone call, letter, email, or home visit).
2. Teacher communicates outcome with students’ other teachers
3. If needed, teacher follows up with data manager with working emails/numbers.
4. School sends attendance letter
 |
| 6 absences | 1. Teacher contacts parents, social worker, and counselor
2. School sends attendance letter
 |
| 8 absences | 1. Attendance Committee meets and, if needed, conference is scheduled with student and family to determine additional interventions.
 |
| 10 absences | 1. School sends attendance letter
2. Attendance Committee reviews interventions and determines next steps.
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* **Southeast High Tardy Policy**

A student is considered tardy to class if he/she is not in his/her assigned location when the tardy bell rings.  If a student is late to school, they must first come to the attendance office to get a pass to class. Random tardy sweeps will occur throughout the year to encourage students to be on time for all classes.

The tardy count restarts each quarter.  Students with excessive tardies may be placed on an administrative contract to improve his/her behavior.

A little late is too late!  Every instructional minute counts and student tardiness interferes with the learning process.  Please be respectful of your teacher and fellow classmates and be on time for class.  Specific tardy policies and procedures are as follows:

|  |  |
| --- | --- |
| # TARDY | CONSEQUENCE(S) |
| **1-2** | Teacher Discretion . . . teacher records the tardy in PowerSchool and informs student; include the tardy #, and a parent contact has been made.Teacher Interventions: verbal warning, after school detention with teacher, conference, positive reinforcement for being on time and others (as approved by administration).  Parent contact (date and time) is required prior to tardy referral to the office. |
| **3** | Referral to Administration. Educators' Handbook referral should include:* Dates of tardies
* Dates and mode of parent communications
* Intervention

Students will be assigned 1 day of lunch detention. Parents notified by the administrator of assigned consequence. |
| **4** | Referral to Administration. Educators' Handbook referral should include:Students will be assigned ISS for that block. Parents notified by the administrator of assigned consequence. |
| **5+** | Referral to Administration.  Students will be assigned full days of ISS at administrator’s discretion. Chronic issues may result in loss of driving privileges for students who have a parking permit or other disciplinary consequences. |

* **Southeast High School Grade Recovery Policy:** A grade recovery option will be available to students who are failing the course at the end of 1st quarter (Fall semester) and 3rd quarter (Spring semester). Grade recovery provides failing students the opportunity to demonstrate proficiency on 1st/3rd quarter course standards to improve their quarter grade to a 60. The work assigned will be tailored to ensure that students can demonstrate proficiency on standards they have not yet mastered. Grade recovery is a 10-day window (5 days before end of quarter and 5 days after the end of the quarter) for students to complete the assigned work, attend tutorials, and any other teacher required remediation. If students do not participate in grade recovery in 1st or 3rd quarter, their earned numerical grade will remain. Students should work to show proficiency in 2nd and 4th quarters of their courses to improve their final grade as there will not be a grade recovery option at the end of each semester.
* **Tutorials:** I will hold tutorials Thursday afternoons at 4:30pm.
* **My Contact Information:** If you need to contact me you can reach me at the school at (336) 674-4300 or by e-mail taylorc3@gcsnc.com. This information can also be found on the Southeast Guilford Website if you ever lose this sheet. **Please contact me first** if you have issues that pertain to my class.

# Procedures

* **Beginning of Class:** You will enter the room in a civilized manner. You will not be allowed to leave class for materials so have them upon entering class. Look on the board for your daily assignment and other instructions.
* **During Class:**
1. No food or drinks (you may have a water bottle with a lid since it doesn’t make a mess)
2. No cell phones, I will collect them at the beginning and hand them back at the end of class.
3. Raise your hand to speak, unless the activity specifies otherwise
4. Do not talk while someone else is talking
5. Listen to questions of other students; you might want to know the answer yourself.
6. Sharpen Pencils at the beginning of class and have a backup in case it breaks while I or someone else is talking. You will only be allowed to sharpen pencils if we are in transition or when we are working in groups, NEVER when someone is talking to the class.
7. Do not lie your head down on your desk at any time during class, you will make me think that I am boring and that would hurt my feelings!
8. You may not talk during a quiz or test, this will be regarded as cheating so just don’t do it.
	* **End of Class:** DO NOT PACK UP EARLY! DO NOT TRY TO STAND BY THE DOOR AT THE END OF CLASS! I will dismiss class, not the bell, don’t worry, I won’t let you be late to your next class and if I make you late, I promise I will let your next teacher know that you are coming, so don’t pack up early nor try to inch your way to the door before the bell rings.
	* **Leaving Class:** If you need to go to the bathroom during class you must obtain a hall pass before leaving class. No one will be allowed to go the first or last ten minutes of class. Hall Passes can be obtained by asking me during transition. Please use the bathroom before school, between classes, at lunch, and after school for the most part. If you really have to go during class, aka it’s an emergency, then ask. Again, just like the pencil sharpening, don’t interrupt me or your classmates, wait until a transition or group work to ask.
	* **Other Procedures:**

Fire and tornado drills: discussed and practiced in class

Group work: discussed in class, may vary based on the type of activity we are doing.

Intercom announcements: Stop talking and/or moving and listen to the announcements. After they go off you may continue with whatever it was that we were doing.

**Civic Literacy Pacing**

**Unit One: Citizenship and Civic Participation**

Approximately 10 days

**Unit Two: Foundations of American Democracy**

Approximately 9 days

**Unit Three: The Constitution**

Approximately 8 days

**Unit Four: Federal, State and Local Governments**

Approximately 15 days

**Unit Five: Law and Public Policy**

Approximately 11 days

**Unit Six: Politics and Political Parties**

Approximately 10 days

**Unit Seven: Individual Rights and Civil Liberties**

Approximately 13 days

**Unit Eight: The United States in the World**

Approximately 9 days

***Note: This is a tentative schedule that is subject to change according to class needs***