**Communication Skills I**

**Course Syllabus 2020-2021**

**Room 1701**

**Mr. Patrick Allen –** [**allenp1@fultonschools.org**](file:///C%3A%5CUsers%5Callenp1%5CDesktop%5Callenp1%40fultonschools.org)

**Website-**[**https://sites.google.com/site/alpharettamrallensclassrom/home**](https://sites.google.com/site/alpharettamrallensclassrom/home)

Rise Hours Friday 3:25 PM or by appointment in Room 1701

*At Alpharetta High School, our mission is to create opportunities for excellence in academics, athletics, arts, and altruism.*

“Surprising what you can dig out of books if you read long enough, isn't it?” – Rand al Thor, *The Shadow Rising*

**Contact Information:**

The easiest and most efficient way to reach me is through email at [**allenp1@fultonschools.org**](file:///C%3A%5CUsers%5Callenp1%5CDesktop%5Callenp1%40fultonschools.org). I check email frequently and will respond within 24 hours. Please note that emails sent after 9pm will not be responded to until the following morning. If you would like to schedule a conference, my office hours are from 7:45 a.m. until 8:10 a.m., Monday through Friday in Room 1701 or by appointment only.

**Course Overview: Communication Skills I**

Communication Skills I is worth one credit and is a year-long course. Communication Skills helps students acquire the vocabulary and understandings needed to be successful in their core academic class and in their daily life. Students will interact with texts and ideas from a variety of core subjects. In addition, students will write and speak in a variety of mediums and modes.

**Teacher’s Expectations:**

**Academic Expectations and Policies:**

1. **Preparedness –** Turn your work in on time, check the course website daily, and be organized. I recommend saving all work in two places. Have your surface, fully charged, and writing implements necessary to complete assignments.
2. **Turnitin.com Registration and Timely Submission -** All students must register for turnitin.com and submit their final essays to this website.

**Behavioral Expectations:**

1. **Tardy Policy** **-** It is simple: don’t be late. Follow guidance on what you should do when the bell rings.

The consequences are as follows:

* 1. **Upon the first two tardies**, a student will sign the tardy binder, but no disciplinary action will be taken.
	2. **Upon the third tardy**, a student will sign the tardy binder, and will receive a 10 minute detention to be served before or after school with Mr. Allen.
	3. **Upon the fourth tardy and beyond**, a student will be referred to an administrator for school enforced disciplinary action. This includes but is not limited to Public Detention and Friday Night Detention.
	4. **School wide tardy policy enforcement** - Please know that in accordance with our school’s parking policy, accumulated tardies that result in FHD, ISS, or 2 or more EDDs will also result in a suspension of student parking privileges.
1. **I have one rule: while in my class, you will keep my floor clean.**
2. I allow students to go to the bathroom or get water as many times as they feel they need. That being said, **you will lose your hall pass privileges permanently** if you are found somewhere other than the bathroom or water fountain. If multiple students abuse the policy, I will go to a system where you only have five bathroom visits a semester, with no exceptions.
3. **Cell Phones**: You may not use your cell phone unless otherwise given permission. Use of social media (including texting) will result in the following:
	1. **First Infraction:** Warning
	2. **Second Infraction:** Student must surrender cell phone for the rest of the class period
	3. **Third Infraction:** Student must surrender cell phone for an entire day of school and may come back to get it at the end of sixth period.
	4. **Fourth Infraction:** Student must surrender cell phone until a parent or guardian comes and meets with me to discuss student’s use of cell phones.

**Late Work:**

* If the student turns in a summative late, but demonstrates mastery (at least 79%), that grade stands. No recovery opportunities allowed.
* If the student turns in a summative late, but the student does not demonstrate mastery (at least a 79%), the student has two recovery opportunities to attempt to reach mastery (at least a 79%).
* Missing the original due date counts as the first attempt, turning in the summative assessment/assignment after the original due date, counts as the initial recovery attempt.  The teacher reserves the right to offer an alternative summative as a recovery opportunity.
* The decision to take points off for a summative assignment/assessment is determined by the PLC (or teacher if a singleton course).
* Formatives may be turned in late for no penalty until the final day of each unit.

**Media Viewing Policy:**

During the course of the year we will view segments and whole text of various movies that correspond with literature studied in class. Students must have prior parent/guardian approval to view any films rated PG-13 or older.**Parents should note on the signature portion of the syllabus any movies found objectionable.  Signing the syllabus indicates agreement that teachers may show films at his discretion.**

**School Syllabus:**

This is the syllabus for this specific course. There is also a school syllabus that all students must abide by. Please make sure that you have reviewed the school syllabus as well.

**Grading**:

**Communication Skills I Grading Scale Weighted Grades:**

|  |  |
| --- | --- |
| **Description:**  | **Grade Weights:**  |
| **Formative Category** (Non-graded Quizzes, Homework, Participation, Group Work, and Daily Work)  | 20%  |
| **Summative Category** (Tests, Projects, Papers, Graded Homework, Daily Work, Quizzes, Participation, Minor Projects, and Minor Papers)  | 60%  |
| **Final Exam** | 20% |

 **Recovery**

**Students must initiate recovery within five days of the day a major grade is posted. Recovery must be complete within two weeks of the day a grade is posted. To recover the major assessment, the student will need to complete all assignments that the teacher deems pertinent to the major assessment. Only students who are eligible for recovery process per the Alpharetta High School policy will be allowed to revise their essays for up to a 74% per teacher discretion.**