



Knox County Schools Syllabus Guidelines (minimum expectations)

COURSE OUTCOME:

- Course Description
- Hyperlink to local curriculum, state standards, and/or competencies

INSTRUCTION:

- Topics/Competencies/Skills Covered (use the term that best applies to your content area and course)
- General Pacing
- Materials Needed
- Fees
- Resources
 - *Textbooks:*
 - Basal & supplemental text
 - *Compliance with Instructional Materials Policy & Procedure I-211:*
 - *List of Instructional Materials (denote items drawn from district-wide approved list)*
 - All objectionable content flagged (refer to guidelines in Policy I-211)
 - Describe the protocol for accessing equitable alternative assignment outlined
- Safety Procedures, *if applicable*

ASSESSMENT:

- Expectations/Skills/Competencies (use the term that best applies to your content area and course)
- Grading Policy/Rubrics
- Explanation of Assignments & Projects – expectations/ timeline/due dates, etc.
- Make-Up Work Policy/Late Work Policy
- Grade Posting Policy – Teacher Commitment to Post Grades online *at least* once per week.

For Example:

One way in which I am able to communicate with the student and parent is through Parent Portal. In order to give timely feedback, I will update grades at least once per week.

GENERAL EXPECTATIONS:



- **Students:**
 - Attendance Policy
 - Classroom Policy/Procedures
 - Honor Code
- **Teacher:**
 - Communication Strategy:
 - Office Hours/Contact Information/Email
 - School Fusion-commitment to maintain and update regularly
 - Open Disclosure/Parent Notification
 - Intervention Strategy – tutoring, extra help, etc.

- **PLAGIARISM**

According to Harbrace Handbook, 15th edition:

Plagiarism is defined as “presenting someone else’s ideas, research, or opinion as your own without proper documentation, even if it has been rephrased.”

It includes, but is not limited to the following:

1. Copying verbatim all or part of another’s written work;
2. Using phrases, figures, or illustrations without citing the source;
3. Paraphrasing ideas, conclusions, or research without citing the source;
4. Using all or part of a literary plot, poem, or film without attributing the work to its creator.”

- **CONSEQUENCES OF PLAGIARISM**

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism will have the option of either redoing the assignment within a specified time period and accepting a grade letter drop or taking a zero on the assignment. Parents should be involved in making the decision.

- **Per Tennessee State Board of Education Policy, the following MUST be posted on each syllabus:**

Board Policy I-431

Issued: 7/95 Revised 6/08

The Board affirms that it is essential that the teaching about religion—and not of a religion be conducted in a factual, objective, and respectful manner in accordance with the following:

Music, art, literature, or drama with a religious theme or basis are permitted as part of the curriculum for school-sponsored activities and programs, provided it is essential to the learning experience in the various fields of study and is presented objectively;

The emphasis on religious themes in the arts, literature, and history shall be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies shall never foster any particular religious tenets or demean any religious beliefs; and



Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

- Additionally, if a course features religion within the curriculum and instructional materials, this information must be included within the syllabus, and the syllabus must be publically posted. Within the syllabus, teachers must include specific religion-aligned selections that will be used throughout the year or semester.

All syllabi must be posted online by the end of August.