

Teacher \_\_\_\_\_ Course \_\_\_\_\_ Date \_\_\_\_\_

**CHS Syllabus Checklist 2018-2019**  
**Due Wednesday, August 15 (Submit via Google Classroom)**

	Item to include	Teacher Check	Admin Check	Comments
1	Teacher's name, room # and subject			
2	Schedule indicating planning period			
3	Textbook name & replacement cost			
4	Grading procedures			
5	<u>Brief</u> course description			
6	Contact information (Room #; Outlook and Google email address)			
7	Teacher's Rules & Procedures; no consequences (School-wide Teach To's & your individual classroom Teach To's)			
8	<b>Time To Teach</b> paragraph below*			
9	Instructions on how to schedule a conference			
10	Tutoring hours ( <u>All</u> teachers must have tutoring hours before or after school)			
11	Syllabus = Two pages maximum (Parent/student signature portion must be a separate document or a tear-off section.)			
12	12-point font minimum			

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* The staff at Crestwood High School is committed to the success of our students. In this effort, behavioral expectations in the following areas have been established school-wide to provide every student with the most conducive environment for learning, as well as a positive school culture: 1) Announcements, 2) Assemblies, 3) Emergency Drills, 4) Hall Pass, 5) Tardy to class.

The Crestwood Behavior Management Flow Chart provides guidance to address disciplinary infractions; however, Crestwood High School adheres to Sumter School District Code of Conduct (Policy JICDA and Administrative Rule JICDA-R).