**Ms. Hill**

**1st Period - H115 / 6th Period - G120**

**2017-2018**

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Chattahoochee HS Homepage: [www.chattcougar.com](http://www.chattcougar.com)

**Study Skills**

**Syllabus**



# COURSE DESCRIPTION

Study Skills is a course designed to reinforce and build upon the student’s previously learned organizational, study, test taking, and advocacy skills. Specific IEP goals and objectives for each student are integrated into the framework of this class as well. Students will work on individual and group skills to enhance their learning, and they will be asked to develop their own personal goals each semester.

Study Skills is not exclusively to be used for homework.

It is expected that all students will do homework at home.

Each day a segment of time in this class students will work on study skills and/or IEP goals and objectives. The rest of the time students will be expected to work on homework or another educational activity.



# TEXTBOOK

There will not be a textbook issued for this course. Students will need to bring necessary materials from other classes in order to work on specific assignments.

** STUDENT RESPONSIBILITIES**

1. Each student is responsible for bringing all necessary materials to class daily.

 Student will be responsible for organizing a content area notebooks and completing daily agenda.

2. Active participation in all teacher-directed and independent activities is required.

3. Each student is expected to use time in class for academic success.

4. Each student is expected to behave in an appropriate manner that enhances the learning of the student

 and does not interfere with the learning of others.



# POTENTIAL FOCUS TOPICS

Transition (future-planning activities to support student development)

Self-Advocacy and Self-Determination (problem-solving, personal reflection, self-evaluation, etc.)

Learning Style

Executive Function Skills

Personal Management (organization skills, time management, etc.)

Academic Skill-building (math, writing, reading, vocabulary, etc.)

Social Navigation



**GRADING POLICY**

According to Fulton County Policy, the following scale is used:

90-100 = A

80-89 = B

70-79 = C

BELOW 70 = F



**GRADE BREAKDOWN**

Agenda check – 20%

Study Skills assignments – 20%

Grade analysis – 20%

Reading practice – 20%

Participation – 20%

**Final Exam:** There will not be a Final Exam for this course.

I strongly recommend that parents sign up for Home Access Center, the online system to monitor attendance and grades.



**GRADE IMPROVEMENT**

**Chattahoochee High School Provision for Improving Grades – Test Recovery**

1. Students who complete a major assessment but fail to demonstrate mastery as evidenced by a grade below 75% on the major assessment may pursue an improvement opportunity to show proficiency. In the case of an honor code violation on a major assessment, the grade will stand as a zero with no eligibility for recovery on that assignment. What is classified as a major assessment is determined within the content area; consult your course syllabus for details.
2. Students should contact the teacher concerning recovery opportunities within 5 school days of being informed of the grade on the assessment in class.  Students are allowed one attempt at recovery per major assessment. All recovery work must be completed 10 days before the end of the semester.
3. The grade on the recovery assignment will replace the original grade if the recovery grade is equal to or below 75%.  If the recovery grade is above 75%, the original grade will be replaced with a 75%.

**School Board Policy IHA Grading and Reporting System**

Provision for Improving Grades

1. Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance. Students should contact the teacher concerning recovery opportunities.  Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.
2. Teachers will determine when and how students with extenuating circumstances may improve their grades.



**ELECTRONIC PRIVACY POLICY**

No use of electronic devices to record or transmit class activities, resources, or information is permitted. This means that you may not use a tape recorder, camera, camera phone, camera pen, computer, tablet or any other device to record or take pictures of students, teachers, classroom materials or resources, notes, etc. Doing so is a serious violation of the honor code and of the privacy rights of individuals and will be treated as such.



**TARDY POLICY**

In all Chattahoochee classrooms, instruction occurs from bell to bell.  If a student is not in class before the tardy bell rings, a Tardy Pass or Check-in Pass will be required in order to enter class. This policy is designed to encourage prompt arrival to class in order to minimize disturbances that occur when students arrive late. Tardies to class will be tracked by the Administration on a weekly basis, and they may result in disciplinary consequences as outlined in the student handbook. Excessive tardies to the same class over the duration of the semester may also initiate an administrator’s response. Students will not be admitted into any class without a tardy pass, teacher pass or check-in pass.

A class cut occurs when a student is absent from class for more than ten minutes without having permission from their assigned teacher or authorization from the front office to do so.

Students may not leave the classroom for any reason, except for true medical emergencies, in the first ten minutes or last ten minutes of the period. Between these times, when appropriate, students can ask the teacher to sign a pass in their CHS Handbook or use one of the hall passes in order to be briefly excused from class, as long as this does not become habitual.



**DISCIPLINE**

The Chattahoochee Student Handbook and Fulton County’s Code of Conduct & Discipline Handbook will apply.



**FOOD and BEVERAGES**

Absolutely no candy, food, or beverages of any kind, except water, may be visible or consumed in the classroom. If a student has a medical condition that requires them to have food or beverages while in class, they must bring a note signed by the student’s doctor to the school nurse, who will then notify the teacher of their condition. In this case, and in this case only will exceptions allowed. Food and beverages seen in class may be confiscated and thrown away and discipline may be issued.



**PERSONAL POSSESSIONS**

All purses, totes, and book bags must remain closed and on the floor throughout the period. They are not allowed to be on the student’s desk, and students cannot go through them during class. Similarly, the classroom is not the place for grooming, so students are not allowed to apply make-up, brush hair, and the like in class.

Students are allowed to use their personal technology devices, such as audio players, cell phones, and tablets, only when explicitly approved by the teacher. When doing so, students must follow the teacher’s instructions regarding appropriate use of these devices, using them for educational purposes. If students do not comply with this policy, their personal devices may be confiscated and school discipline, including detentions and office referrals may occur.



**CLASS WEBSITE**

See above for the class website. Each teacher’s website provides a variety of resources, including daily lesson plans, a calendar with assignment due dates, course standards, syllabi, project instructions and other important information.