**Course Description**

This course is designed to increase the probability of a student’s success in college by helping them obtain skills necessary to reach their educational objectives. The class provides the opportunity to learn and adapt skills proven to promote success in college, including study skills and personal life skills. It integrates personal growth, learning techniques, academic and career success, problem solving, critical, and creative thinking. The course focuses on the following topics: self-evaluation and assessment, goal setting, career decision making, educational planning, time and financial management techniques, instructor-student relationships, cultural diversity, stress management, campus resources, learning styles and strategies, note-taking, test taking, memory and concentration.

**Supplies**

Students MUST bring their SCHOOL-ISSUED laptops to class DAILY.

Binder or notebook with folder to store papers

Pen/pencil

Index cards for studying

Post it notes for annotating

Highlighters – multicolored

Flash drive – so if you need to use a different computer, you have access to your files

\*Throughout the year, we may have projects that will require art supplies. I will try to bring in as much as possible, however, students are welcome to bring any supplies that they may wish\*

**Textbook:** Students will mostly be utilizing their *Becoming a Master Student* and online Canvas platforms.

**Cell Phone Policy**

Due to the potential disruption a cell phone and electronic communication devices may cause to the instructional environment and safety of the school, the disciplinary actions and consequences for violation of this rule are as follows.

**First Offense:** The first offense will result in the electronic device being confiscated, to be picked up by the student or parent at the end of the same school day. The incident will be recorded in the student’s discipline record within the student database (e.g., Infinite Campus).

**Second Offense:** The second offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The incident will be recorded in the student’s discipline record within the student database (e.g., Infinite Campus).

**Third Offense:** The third offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The student will receive one day of in-school suspension (ISS). The incident will be recorded in the student’s discipline record within the student database (e.g., Infinite Campus).

**Fourth Offense:** The fourth offense and thereafter will result in the electronic device being confiscated for ten (10) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive three days of in-school suspension (ISS). The incident will be recorded in the student’s discipline record within the student database (e.g., Infinite Campus).

Further incidents may result in the student losing the privilege of bringing electronic devices on campus, in-school suspension, out of school suspension, and any other forms of discipline deemed appropriate under the circumstances.

**Noncompliance:** All administrators, teachers and/or staff members are authorized to confiscate cell phones, electronic communication devices and/or accessories any time a student is in violation of the Cell Phone/Electronic Communications Device policy. A student’s refusal to surrender his/her electronic device(s) to school personnel will be considered noncompliance and insubordination, resulting in two (2) days of out of school suspension, and any other forms of discipline deemed appropriate under the circumstances.

**Grading Policy**

**Grade weights** are as follows: **Minor – 60% Major – 40%**

We believe the purpose of grading is to accurately reflect student progress and achievement toward mastery of standards, so that students have timely and meaningful feedback for continuous growth, teachers have useful data for planning and evaluating instruction, and parents have reliable information for supporting student success. The grading system should be equitable, based on mastery of standards, clear and consistent, timely and meaningful, and supportive of learning. We will be utilizing a rubric on assignments to determine mastery. 4 – 100, 3 – 85, 2 – 75, 1 – 60. Students will receive a missing for work that has not been submitted. After five days, the grade will turn into a 0. Please see the section, **Late Work** for more information.

**Late Work**

Late work is defined as assignments that are submitted after the specified deadline. This does not apply to work submitted late due to absence from school. Students are expected to submit assignments on time. Multiple incidents of late work may result in teacher-student-parent conferences to examine and correct the student’s work habits through an academic contract. Late work will result in 5 points off per school day with a maximum of a 25 point reduction (five school days). *Example: Work turned in has an original grade of a 90, but was turned in 4 school days late. The assignment will now receive a 70.* Late work submitted after the fifth school day will only be accepted at the teacher discretion. A notation will be included in infinite campus. Until the assignment has been turned in, the assignment will be a missing. After five days, the grade will change to a 0.

**Make up work**

Students are expected to make-up assignments and assessments that were missed due to absence from school. Students are responsible for asking teachers for the make-up work upon returning to class. Students may refer to Canvas or the teacher webpage to see what we are doing in class that day.

**Relearn & Reassess**

Any **major assignment** may have the opportunity to relearn and reassess if the student receives a 70 or below on the assignment. Student must fill out a relearn and reassess form to express interest in making up the grade.

**Academic Dishonesty**

The Student Code of Conduct, Rule 1(A)(t), states that no student shall cheat, alter records, plagiarize, receive unauthorized assistance, or assist another in any type of academic dishonesty. The unauthorized or improper use of an artificial intelligence (AI) program constitutes academic dishonesty. If a student is found to have plagiarized or cheated in any way, it will result in a 0. The student has the chance to redo it for the maximum grade of a 70.

**Homework**

Homework will be assigned on an as needed basis. Expectations and directions will be explained in detail and be available in Canvas.

**Progressive Discipline Policy**

The discipline policy of the Richmond County School System will be obeyed as follows: 1) The first violation, teacher will talk with the student on how to correct the situation and will be documented as such. 2) A parent or guardian will be contacted on the second violation. 3) The third violation will be referred to the administration.

**Please return this document filled out.**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assignments will be posted in Canvas. Announcements will be sent through this LMS as well as Remind. Parents may sign in to Canvas to observe their child’s progress.**

I have access to Canvas: \_\_\_\_\_\_\_ (Parent Initial) \_\_\_\_\_\_\_ (student initial)

**Computer Usage: I agree that I have a school-issued laptop to use in this class.** \_\_\_\_\_ (Parent Initial) \_\_\_\_\_\_ (student initial)

**I encourage students to sign up for an account for Remind using their school email (**[**studentlogin@richmond.k12.ga.us**](mailto:studentlogin@richmond.k12.ga.us)**) which can be done on their phone at home or on their laptop at school. This allows students to pull up Remind on their computer or school email.**

I have signed up for Remind using the code provided. \_\_\_\_ (Parent initial) \_\_\_\_\_ (student initial)

I have an account on Remind. \_\_\_\_\_ (Parent initial) \_\_\_\_\_ (student initial)

I have read the attached syllabus. I also understand the Academic policy, the Cell Phone policy, and the Late work policy that has been set. I also understand that failure to provide the correct contact information will result in not getting the information as needed.

**Parental/Guardian Signature Date:**

Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_

Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to student: \_\_\_\_\_\_\_\_\_

Parent email: