**Study Skills**

**Ms. M. Wells**

**Course Syllabus 2024-2025**

**wellsmi@boe.richmond.k12.ga.us**

**Course Description**

This is course is a supplementary to better help your child stay organized, make-up work, and monitor their goal and transition plan progress. The class will allow the instructor to closely monitor your child in areas of their academic, behavior, and transition progress. The instructor will stay in close contact with all your child’s teachers to ensure that they are making satisfactory progress in all areas. The instructor will also work to communicate with their parent(s)/guardian(s) in a consistent manner.

**Textbook**

Students will be responsible for bringing all textbooks distributed in their academic classes.

**Unit/Concept Names**

**The concept of Study Skills is to allow the students extra accommodation time for their academic classes. Students will also be monitored for progress for all their IEP goals and transition plans. The instructor will counsel each student weekly to check in on progress. The instructor will communicate regularly with the students’ teacher to document any assignments needed.**

**Major Course Projects and Instructional Activities**

There will be no major course projects. The student will, however, be responsible for all research dealing with their transition plans and assignments dealing with their goal progress.

**Course work/Classwork**

The students will be allowed extra accommodation time for all course work during Study Skills. The students must work to complete all assignments that are assigned by their academic teachers.

Academic Dishonesty and can be punished according to the rules outlined in the Code of Conduct.

*See RCBOE IHA-R Grading Practices*

**Late Work (Grading Policy- See RCBOE IHA-R Grading Practices)**

Students may have their scores reduced by 5% per school day for a 25% maximum reduction (five school days). ***Late work submitted after the fifth school day will only be accepted at the teacher’s discretion.***

**Make-Up Work (Grading Policy)**

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.

Make-up work should be completed by the student within the time specified by the teacher**.**

**Evaluation (Grading Policy)**

* Minor Grades (Participation grades, work completion)
* Major Grades (Transition plan research, goal progress monitoring)

**Relearn and Reassess Plan**

For any major assessments, students will have the opportunity to submit a relearning plan for parent and teacher approval. Upon satisfactory completion of the plan, as determined by the teacher, students will be given a minimum of **ONE** opportunity to be reassessed. Only students scoring below 70 on a major assessment can complete a relearning plan unless exempted with parent approval.

Reassessments may be different from the original.

The reassessment score will replace the original score (the scores will not be averaged).

Reassessments should be completed **within 7 school days** of receiving the original grade. Teachers should have discretion to extend the timeline to address extenuating circumstances.

*See teacher class page for Relearn/Reassess*

**Classroom Procedures & Expectations**

The overarching expectation in this class is to represent WAR (Wholehearted, Accountable, Respectful)

Below are the expectations for how to W.A.R. in class!

|  |  |
| --- | --- |
| **Wholehearted** | * **Students will show great effort in all of their assignments and research.** * **The student will overcome any difficulties that may arise during their quest to stay current with their work in their academic classes.** |
| **Accountable** | * **The student will be prepared for class.** * **The student will be on time for class.** |
| **Respectful** | * **The student will be respectful of all students in the classroom.** * **The student will be respectful to all teacher requests.** |

**Course Materials**

\* 3” 3-ring Binder \* 1 Package of Dividers (5 Total)

\* 1 - Composition Notebook \* Pencils (mechanical pencils preferred)

\* Handheld pencil sharpener \* Highlighters

\* Loose Leaf Paper \* (6) two pocket plastic folders w/ 3 holes

\* Coloring Utensils (crayons, coloring pencil, or markers)

**My contact information:**

Email: wellsmi@boe.richmond.k12.ga.us

Remind messages: Send a text to 81010; Text this message @6hka4d

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**Student Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Contract:** I understand that all work should be completed on time. I understand that my teacher may deduct five points per day and communicate this in my Infinite Campus gradebook. I also understand that work turned in after the learning has occurred may not be graded (no more than 5 school days from the due date). I understand that using Artificial Intelligence to complete assignments where I am asked to produce original work will be considered Academic Dishonesty.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Contract:** I understand that my child is expected to complete assignments on time. I will

remain in communication with my child’s teacher and monitor missing and late work as noted in Infinite Campus Parent Portal. If my child continues to submit work late, I understand that a parent-teacher conference will be needed to co-develop a plan of action. I understand that my child should not use Artificial Intelligence to complete assignments where students are asked to produce original work.

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_