**CHATTAHOOCHEE HIGH SCHOOL**

**SYLLABUS FOR STUDY SKILLS LAB**

**Teacher**: Ms. Kelle Hardage **Room** : F113

**E-mail:** hardageka@fultonschools.org

**INSTRUCTIONAL GOALS**

1. To achieve success in all content area classes.
2. To develop and reinforce study and organizational skills.
3. To promote student responsibility and personal life skills.

**ORGANIZATION OF INSTRUCTION**

1. A portion of each class period will be teacher-directed lessons addressing study skills, organizational skills, job-related skills, and individual needs.
2. The remainder of the class period will be independent study of content area assignments with teacher assistance and guidance available to each student.
3. Progress and grade checks will be monitored routinely.
4. You will be able to check your student’s progress in all classes using Home Access. Students will be taught how to access this information.
5. The individual goals of each student will be addressed and modifications made as necessary. Consultation and communication with content area teachers will be used to assist each student.

**This class is not just for homework. All daily activities must be completed to receive a passing grade in class.**

**STUDENT RESPOINSIBILITIES**

1. Each student is responsible for bringing **all** necessary materials to class daily. Such as classwork, writing materials and any homework assignments they have been assigned.
2. Student will be responsible for organizing a content area notebooks and completing daily agenda.
3. Students are expected to have 3 classroom goals ready to show the teacher that they hope to accomplish that day.
4. Each student is expected to use time in class for academic success.
5. 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.
6. **NO PASSES, NO FOOD in class, NO CELL PHONES or other electronic equipment visible or heard, NO DRINKS except water.**

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

90-100 = A

80-89 = B

70-79 = C

BELOW 70 = F

**GRADING PROCEDURES**

1. Grades will be maintained on the Home Access system.
2. **Minor Assessments (50%):** This includes classwork, quizzes, labs, simulations, and smaller scale writing assignments, group projects, and individual projects. Projects that count as minor assessments can usually be satisfactorily completed in one or two days. Students will be made aware which assignments are minor assessments.

**Homework (50%):** This includes homework checks, worksheet checks, and small-scale assignments done outside of class that can be satisfactorily completed in one day.

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

1. Yearly grade will be the average of 1st and 2nd semester grades.

**AREAS OF INSTRUCTION**

Notebook Organization, Written assignments handed in bye weekly. Writing and Editing skills, Study Strategies, IEP/Self Advocacy, Job Skills, Homework Assignment Sheet/Agenda, Parts of a Textbook, Time Management, Memory, Test Taking Strategies, Listening Skills, Note taking/Outlining Skills

**BEHAVIOR MANAGEMENT PLAN**

**Classroom Behavior Expectations**

**To ensure an effective learning environment for all students, the following rules will be implemented:**

1. Respect yourself and others
2. Be on time!
3. Be prepared! Bring all materials to class.
4. Follow directions the first time they are given.
5. Complete all assignments.
6. All **CHS** and **FCS** rules apply – please refer to student handbook.

**CONSEQUENCES**

**If a student chooses not to follow the classroom or school rules, the following consequences will be implemented:**

1. Warning
2. Teacher will contact parent either thru email and or telephone.
3. Student will call parent
4. Disciplinary referral to the assistant principal.
5. Refer to student handbook for additional consequences beyond the classroom.

**PLEASE FILL-IN, SIGN, AND RETURN**

I have read and understand the course syllabus.

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Parent/Guardian Name (Print)

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Parent/Guardian Signature Date

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Student Name (Print)

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Student Signature Date

**Parent contact information**

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_