**Student Syllabus/Contract: Guided Studies 2019-2020**

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Welcome to Guided Studies! We are looking forward to our upcoming year with you. As an elective class, we are designing our time together to support you in areas that help create success both in and out of the classroom. We will focus not only basic skills development such as organization, studying for tests, and homework completion; we will also look at goal setting, progress tracking, and self-advocating.

**Participation:**  Your presence in class is a key to our success. We want to value the time you give us, so we ask that you come prepared to learn and study – with an open mind – as we create opportunities to learn and challenge ourselves.

**Grading Categories:**

Skills 40%

Daily Work 40%

Planner Upkeep 20%

**Gradebook:** This class is co-taught; while the gradebooks are separate, each teacher will be interacting with and grading all students present in the classroom.

**Attendance**: Attendance will be taken daily. Students will be expected to make up any missed, scheduled, and one-on-one meeting with Ms. Havlin or Ms. Boas as soon as possible.

**Cell phones:** cell phones are checked in to assigned cellphone holder. On some occasions, we will ask for some cell phone use in class, announced in class. If it is an emergency, please quietly sign out and step in the hall to use your cell phone. If this becomes a habit, please communicate with your instructors.

**Basic Classroom Expectations:**

1. Come to class with an open mind and kindness toward the learning process, teachers, peers, and self.
2. *Beginning of class:* Walk in the room, turn in homework, take a seat, and look at screen for warm up or directions.
3. *Leaving the room:* Students must sign in and sign out every time they leave the classroom, for whatever reason - bathroom, nurse, counseling appointment, emergency call/text home, etc.

**Responsible Scholarship:**

1. The curiosity, integrity, and cooperation of all students are important to the success of everyone in the class.
2. We will be concentrating on developing **consistent and productive work habits**.
3. We will teach and expect higher level thinking, executive functioning, as well as school/life balance.

**Communication:** *You are always welcome to e-mail us; however, please keep in mind…*

1. Please begin your emails with a greeting, your question, and end with your name & period.
2. If you need help with anything that has come up during the day, please be advised that our response may not happen right away (ex. You email at 10pm, we respond at 9am). If you do not receive a response, we did not receive your e-mail, so come talk to us ASAP.
3. If you’re not at school, we’re probably not either. Please don’t email us at night expecting a reply before class.
4. We want to hear from you! If you need to talk about something important, please email to schedule a meeting.

**Keeping Assignments:**Keep all work until the end of the semester, so you have proof that you completed it and that the grade is accurate. Not only for our class, but for each of your classes – this is a good habit to have.

**Student Work Return:** Student work will be returned to their class folder. Students have access to this folder at any time and are expected to check it regularly. Because of the new teacher evaluation system, some student work may be used as evidence and not returned. In these cases, you are welcome to arrange a time with us to discuss your work.

**Website/Family Access:** Students are advised to check teacher websites once per day (especially when absent) and Family Access once per week. It is the student’s responsibility to contact teachers about any discrepancies in grading within a reasonable amount of time and before the grading period ends.

**Academic Integrity**: A strong sense of academic integrity is vital to the student’s learning and success. Plagiarism, cheating, or copying from others is unacceptable. We will follow the school’s policy on consequences of plagiarism. ***Please note that students who provide work to be copied by a classmate will be in violation of the code of academic integrity, and they will be held to the same standard.***

**I have read the above information. If I have questions, I will contact the teachers.**

Student Signature: Parent/Guardian Signature:

**Best phone number & email to contact parent/guardian:**

Phone Number:

Email:

**DUE NO LATER THAN FRIDAY, SEPTEMBER 6th**