

Mr. Palen
Room 226
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Academic Support Syllabus- 2018-2019

Academic Support is a place for the student to receive extra help on organization, prioritization, and completion of assignments from other courses. In addition, it is a place to help the student develop skills necessary for successful scholarship.

Grading:

The grades in this class will be broken down quarterly as follows:

Agenda Book Check	4 points a day
Classwork	4 points a day
Organization	25 Points Every Day 1

Explanation of Grading:

Agenda Book Check means you have all of your assignments written down from other courses in your agenda book. If you have no homework, you have noted that you do not have homework in that class in your agenda book. If through the course of the quarter it is found that you did, in fact, have homework when you wrote that you did not have homework, you will begin to have your agenda book initialed by your teacher before coming to Academic Support class to confirm you do indeed have no homework.

Classwork means you are actively working on an assignment from another class. If all other work from other courses is completed then you are organizing your binders, organizing your agenda book and getting prepared for upcoming assignments/projects, or actively seeking extra credit/make up work from your teachers. If all of the above criteria has been met, opportunities will be given for you to go over concepts you have learned over the last week in your classes (reteaching), or, in addition, upcoming concepts that you will be learning in the coming week of classes (pre-teaching).

Organization means you are prepared to succeed academically in all of your classes. Every Day 1 you will undergo an organization check with me, one on one. The following rubric will be used to determine how many points you receive for the check:

I have a separate binder or notebook/folder combination for each one of my classes.

_____/5

All of my notes/worksheets/handouts are in the proper binder or notebook/folder that corresponds to the class

_____/5

There are no loose papers in my backpack.

_____/5

I have my agenda book.

_____/5

I have a writing utensil.

_____/5

Late Policy:

It is imperative that you arrive to class on time. Any late arrival to class will automatically cause you to receive a 15-minute teacher session after school. Failure to appear for your teacher session will result in a disciplinary referral and an official detention.

Classroom Rules:

- Arrive to class on time and prepared to work.
- No food, drinks, or hats. Cell phone use will only be permitted if you check with your teacher first, and is reserved only for school-related matters.
- If you are caught watching Netflix/Youtube or any other videos that are not explicitly assigned by either myself or another teacher, you will automatically receive a 15-minute teacher session after school.
- If you are caught playing any video games at all, you will automatically receive a 15-minute teacher session after school.
- Be attentive and quiet when either the teacher or another student is speaking.
- Respect your fellow students. Everyone in this class has different learning styles and different strengths and weaknesses. We can help each other out, but we will NEVER put down another student in the class, ever.

Extra Help:

I am available every day before school typically starting at 7:30am and after school until 2:50pm. If more help is needed, arrangements to stay past 2:50 can be made. I strongly, strongly encourage you to email me if you are experiencing difficulty and set up a time to meet with me (or, of course, talk to me in person). I respond to emails quickly and am available via email on the weekends as well.

Schedule

Day 1 - Organization Check

Day 2 - Independent work day with help available as needed.

Day 3 -No Class

Day 4 - Individual Check-Ins (I will sit with each of you individually to discuss what is going on in your classes and how you are doing.)

Day 5 - Calendar/Prioritization (I will sit with each of you individually to specifically discuss keeping an accurate and up-to-date calendar and spacing out long term projects while setting smaller goals that work towards the main goal.

Day 6 - Student Concerns - You will fill out a survey every Day 6 that will give you an opportunity to talk about anything that you may need help with.

Day 7 - No Class

IMPORTANT CODES YOU NEED:

Remind.com Signup Code - **723624**

Google Classroom Code - **yi610x**