



Study Skills
Course Syllabus 2021-2022
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Course Description

In this course, students will use effective skills and strategies for learning and studying across all subject areas. They will have the opportunity to work together, with the teacher, and independently to grow towards their personal goals.

Goals for Student Learning

Students will explore and apply the *7 Habits of the Highly Effective Teen* to progress towards their goals.

Textbook and Materials

Students are expected to bring their student planner, pencils, and their notebooks from each course. Students should bring any classwork and/or homework which needs to be completed. Students should have their school laptop with charger and personal earbuds/headphones for each lesson.

Course Outline

Throughout the school year we will be focusing on habits that will lead to student success. Each class will focus on elements of these habits as well as devoting time to organizing and completing schoolwork.

HCPS Grading Policy

Examples of Product, Process, and Practice		
PRODUCT (50%) <i>Culminating Demonstration of Knowledge</i>	PROCESS (30%) <i>Addressing Specific Short-Term Learning Outcomes</i>	PRACTICE (20%) <i>Building Attitudes, Habits, and Skills</i>
Does it measure how well students achieved specific learning goals, standards, and/or competencies?	Does it provide feedback to students regarding growth towards the attainment of specific learning goals, standards and competencies?	Does it allow students to practice skills and/or reinforce content learning?
<ul style="list-style-type: none">Primarily completed in presence of teacherRubric aligned to standardsAccuracy graded	<ul style="list-style-type: none">Primarily completed in presence of teacherRubric aligned to standardsAccuracy graded	<ul style="list-style-type: none">Graded for completion and participation

Extra credit will not be given for non-academic purposes

Absent Work Policy

All assignments should be submitted on time. Students will be given the number of class periods equal to the number of lawful class periods absent to turn in completed make up assignments without penalty.

Late Work Policy

All assignments should be submitted on time in order to earn full credit. Any assignment, (*product, process, or practice*) will be allowed to be turned in late for one letter grade deduction from the grade a student earns on the assignment. In order to earn credit for late assignments, students must submit assignments by the end of the day on Wednesday (except for the last week of the quarter) following the designated HAC update. Students are only able to submit assignments that have an established due date within the grading window before the designated HAC update. Assignment that are turned in for late credit will be identified by a footnote in HAC to include a statement about the deduction of a letter grade due to the lateness of the assignment.

Grading Window	Designated HAC Update	Late Work Due Date
September 8- September 24	September 24	September 29
September 27- October 13	October 13	October 20
October 14- October 29	October 29	November 5 (Friday)
November 8- November 19	November 19	November 24
November 22- December 10	December 10	December 15
December 13- January 13	January 13	January 21 (Friday)
January 24- February 11	February 11	February 16
February 14- February 25	February 25	March 2
February 28- March 11	March 11	March 16
March 14- March 25	March 25	March 31 (Thursday)
April 1- April 22	April 22	April 27
April 25- May 6	May 6	May 11
May 11- May 20	May 20	May 25

Academic Integrity

Academic integrity is taking responsibility for the quality and completion of one's own work. Academic dishonesty is taking someone else's work and claiming it as one's own. Students at Bel Air High School are responsible for knowing what is considered to be Academic Dishonesty and the subsequent consequences. More information can be found in the BAHS Student Planner.

Classroom Rules and Procedures

- ❖ Be respectful to others.
- ❖ Bring student planner daily.
- ❖ Bring course materials, including all work to be completed, daily.
- ❖ Be honest with yourself and Ms. Scott regarding your academic and behavioral progress

Cell Phone Policy

- Students will place their cellphones in a teacher designated area as they enter each classroom. Teachers will review with students the specific location for each room. The phones will remain in the teacher designated area unless teachers explicitly tell students to take out the phones for instructional use.
- Cellphones will remain in the teacher designated area during bathroom visits, assemblies and trips to the nurse/counseling office/main office.
- Cellphones will be retrieved from the teacher designated area at the end of class at the direction of the teacher.
- School-appropriate cellphone use is permitted during class changes and lunch. Students are not permitted to make phone calls during school hours.
- If the cell phone policy is violated, it is a referable offense.

Expectations to Meet when Communicating Electronically with School Personnel (teachers, counselors, support staff, administrators)

- ✓ **Use HCPS Student Email Only**
 - When it is necessary to send an email, email directly through your HCPS-student account. Students should not initiate communication with teachers via personal emails.
- ✓ **Include Course/Period (Ex: English 10/2A) in the subject line of the message.**
 - Failing to use your HCPS account and/or include **Course/Period** in the subject line may delay or prevent a response.
- ✓ **Adhere to the following writing standards**
 - Begin all email correspondence with an appropriate greeting/salutation.
 - Ex: *Hi, Ms. Jones,*
 - Tone is easily misunderstood in electronic exchanges; skipping this step can make your email sound unintentionally rude.
 - Provide some context for the purpose of your email.
 - Ex: *I'm emailing you because I can't remember how to submit my assignment on Itslearning.*
 - Teachers will need this context to provide you a specific response.
 - Make sure that your questions are direct but politely worded.
 - Ex: *Can you please remind me where I can find these directions?*
 - If your questions are too vague, your teacher will not be able to determine how to help you.
 - End your email with an appropriate closing.
 - Ex: *Thank you for your help.*

- Skipping this step can make your email sound too curt or demanding.
- Include your name after the closing.
 - Ex: *John Doe*
 - Proofread and spell check before you hit “send.”

Sending an email with multiple typos is unprofessional and can interfere with the clarity of your message, as can use of abbreviations and slang. Email communication with school personnel is not synonymous with posts on social media such as Twitter or Snapchat. Punctuation matters. Capitalization matters. Formal language matters. Use these writing conventions consistently and purposefully, just as if you were communicating with your boss in a workplace setting.

Syllabus Acknowledgment Form

This form is due on Friday, September 17, 2021.

SCHOOL: Bel Air HS
CLASS: Study Skills
INSTRUCTOR: Ms. Scott
YEAR: 2021-2022

PARENT / GUARDIAN NAME: _____

PARENT / GUARDIAN SIGNATURE: _____

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

Parents/Guardians - do you prefer to communicate through telephone or email?

- telephone _____
 email _____