**COURSE DESCRIPTION**

Study Skills is an Elective Class that is a self-paced class for **credit recovery** using the online **Edgenuity** program. Your student is using the same program that Clovis Online uses for their students which has proven to be rigorous and conducive to learning in a manner that makes students proactive in their course work. Within the program students must take notes in order to better prepare them for their quizzes and topic Tests. Students are allowed to use the online notes they take within the program for quizzes but not for tests. Students may take and retake quizzes at home but must take tests in class.

**COURSE OBJECTIVES**

Students will work through the assigned on-line class(s) in order to recover as many credits as they can so that they can get back on track for graduation with their respective class.

**RECOMMENDED MATERIALS**

Students must bring **earbuds** every day so that they can listen to the lectures, films and other presentations for their online course. They also need a composition/spiral notebook with them each day to take notes.

**GRADING POLICY**

Students will receive a Pass/Fail grade for the class. They MUST keep pace with the class calendar in order to PASS the class. Or if they complete all credits to make-up they will have a passing grade.

**If your student Does Not Recover at least 1 credit by the 6 week grading period they may be removed from the class for being off task.**

The amount of work students are required to complete each week is based upon how many credits they need for the year. Classes are divided by the number weeks in the school year and the number of classes they need. See the attached weekly calendar for the percentage of work needed.

**ATTENDANCE**

Edgenuity keeps session logs for each student, which not only include time logged in, but the amount of time they are actively completing lessons. In order to be marked present in class each day, students need to be logged in and completing their coursework. Students who do not complete work during class will be marked absent.

**PLAGIARISM**

Plagiarism is a serious offense. Plagiarism is not allowed. At all times students will work in an honest effort to produce, create, or participate in examinations, assignments, and exercises.

***Duplicating, copying, or representing another’s work as their own will result in disciplinary action and an assigned failing grade (zero) for the exercise or test.***

**COMMUNICATION AND ADDITIONAL HELP**

If you don’t understand an assignment or you’re falling behind, you need to talk to me. Do not wait until the end of the grading period.Email is the best method of contact, as it allows me to get back to you if I have a few minutes free during the day and does not interrupt class. I encourage students to communicate by email as well. I do not always check my email after about 5pm or on weekends, so do not wait until the last minute to email. No tests or quizzes will be unlocked outside of class hours.

**INTERNET USE**

Internet use is defined by the Clovis Unified School District’ “Internet Usage Policies”. Students who fail to observe these rules may be dismissed from class and possibly face more severe penalties.

# ELECTRONIC DEVICES

In keeping with District policy, at no time may a student operate, listen to or use an electronic device during class. Cell phones will be confiscated if they are displayed. IPODs, or other devices, which play or record music may not be used in class and will be confiscated. Devices confiscated may be retrieved in the SRC.

# SENIORS

Seniors, please refer to your senior contract you signed at your senior meeting with your counselor. If you have any questions regarding classes and credits you have been enrolled in, please make an appointment to see your counselor as soon as possible. The typical deadline to finish Edgenuity work is May 1, in order to walk at graduation.

**PARENT INFORMATION**

The information below is to assist you in creating a Parent Portal Account which allows you to view and keep track of how your student is progressing in their on-line coursework.

**Student:** Will receive a handout with their username and log-in information.

**Clovis On-Line Parent Portal Overview**: <http://onlineschool.cusd.com/parents/parent-portal-overview/index.html> (This is helpful guide for parents to create an account within Parent Portal

**Parent Portal website**: <http://learn.education2020.com/family/>

Student Information Sheet

Period \_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_

**Student Information:**

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian’s Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*This email will be used to send you weekly updates of your student’s progress. Emails go out on Mondays so please be sure to look for them weekly.***

Anything else you want me to know about you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*I have read and understand the CEHS Study Skills Class expectations. I understand all grading policies. Should I have any questions about the information listed, I will contact my child’s teacher for clarification.*

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 Student Signature Parent Signature