

## Academic Center Syllabus - 2019/2020

### Purpose:

To improve student achievement through mentoring and academic accountability.

### Course Description:

Teachers are available in a variety of different subject areas to provide monitoring of students' progress, tutoring, and to work with individual students to improve their academic success. There is approximately one teacher for every twenty students.

### Course Benefits:

Students can receive assistance from teachers, work on homework assignments, study for upcoming tests and quizzes, and stay up to date and organized with school assignments. Students will also use this time for making up tests, so no further class time is missed.

### Grading Procedures:

- Students must maintain at least 80% of the total points available per marking period to receive a passing grade. Academic Center is graded on a credit/no credit basis. Students receiving credit will earn ½ credit per semester (the same as all other classes)
- There are 5 daily points available each day
  - Completed Agenda (1 point)
    - Students' agenda must be completely filled out prior to entering AC
    - Agenda must include hourly notations of assignments and upcoming tests, projects, and/or papers
    - Agenda must include hourly notations of the focus of that day's class activities
  - Quick Start (1 point)
    - On time with all materials required (students that are tardy will not receive quick start point)
    - In seat and begin working as soon as class begins (bell rings)
    - Agenda and updated missing assignments report open and on desk for mentor teacher to review
  - Academic Engagement (2 points)
    - Students must stay academically engaged throughout the hour
    - Use time wisely and work quietly
    - Working on material which applies to their classes (or bringing a book to read if there is no work to do or subjects to study)
  - Working Entire Hour (1 point)
    - Works entire hour up until the dismissal bell
- Attendance
  - Students with an **excused** absence, ISS, field trips, etc. will receive an automatic 4 points for the day
  - Students with an **unexcused** absence will receive 0 points for the day
  - Tardies will be addressed according to the student handbook

### Passes:

- Students will receive 3 passes at the beginning of the semester after they turn in the bottom portion of this syllabus
- Students may earn 1 additional pass each week by earning all points available for the given week (ie. 5 day week = 25 points possible)
- Passes are to be used for any/all of the following reasons:
  - To leave the class for any reason (visit another teacher, go to the bathroom, go to their locker, go to the library to get a book, etc.)
  - Listen to music (with headphones)
- Students may not use a pass with a substitute teacher
- Students may not use a pass on days they are tardy

### What Can Parents Do?

- Check PowerSchool regularly (<https://ps.nhav.misd.net/public>). PowerSchool enables you to review attendance, tardies, grades, and assignments (missing and graded). PowerSchool usernames and passwords are included on your student's schedules, progress reports, and report cards. You can also call the school office at 586.749.5104 to get this information.
- Check your student's agenda daily. These agendas should be filled out and taken home each day. The agendas will enable you to know of upcoming tests and assignments.
- Check your student's weekly missing assignment report each Tuesday (all students will receive this report regardless if they have missing assignments or not).
- Encourage your student to use their Academic Center as an opportunity to receive assistance and study rather than just a place to complete assignments.
- Make sure to include your email address in the return portion of the letter below. Email is the easiest way to communicate on a regular basis with your child's Academic Center teacher (their Mentor Teacher). If you do not have an email account, please consider setting one up for this purpose.

\*Your child's Mentor Teacher will be contacting you the second week of school so you know who your child's Mentor Teacher is and his/her contact information

**\*\*When your child says s/he finished all his/her homework in Academic Center, it may not be true!** Students will work in AC, but it's typically not enough time to complete all assignments and study for all tests/quizzes. To be academically successful, students will need to spend about one hour per day studying and doing work at home, in addition to their time in AC.

*Please fill out and return this portion by Friday, September 6, 2019*

**Academic Center Syllabus  
Parent Information and Student Contract**

I understand the policies and opportunities available for my student in Academic Center:

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

I understand what is expected of me in Academic Center and the opportunities available to me. I will take advantage of the opportunities this semester and work to be successful academically.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date