

MRS. GEIGER'S GUIDED ACADEMICS

CONTACT INFORMATION: You can contact me before and after school. I apologize that I am not available during the day, but I do not have a conference hour this year. Please feel free to contact me if you ever have any questions or concerns at (810) 346-4700 Ext. 1073. If you wish, you can contact me via e-mail at lgeiger@browncityschools.org, please include your child's first and last name when e-mailing me. E-mail is the easiest form of communication for me. Please feel free to drop me a note with your e-mail address for my future reference.

GRADES: Students must pass with an overall grade of credit for both marking periods. Student's weekly grade is calculated from daily planner average and weekly grade sheet.

Students need to be prepared for class daily. They are to have their completed planners with them as well as any missing assignments from other classes.

Daily Grade:

- 4 – Planner filled out and worked
- 3 – Missing work or planner
- 2 – Missing both but stayed busy
- 1 – Showed up with nothing
- 0 – Showed up with nothing and were disruptive

Weekly grade are due every Friday. Students will lose points each day it is late.

COURSE DESCRIPTION: In this introductory course, students are guided through developing study skills to improve academic and work performance based on their learning styles. Students will devoted class time to complete assignments from their classes. Students will be required to fill out a daily planner and complete a weekly grade sheet.

EXTRA HELP: Extra help is available before and after school, but please make prior arrangements, if possible, as I may have previous engagements. Our district also has a Homework Help Lab which is open Tuesday and Thursday's from 7:30 a.m. to 8:00 a.m. and from 3:15 p.m. to 4:15 p.m. The help lab is held in our computer lab and is a great opportunity for students to get extra help! Please take advantage of these opportunities if you need help.

CHEATING: Cheating is **NOT** allowed. Cheating will result in a zero for **ALL** students involved and may also result in a detention.

MATERIALS: Materials that you will need include, but are not limited to: *Planner (one is provided at the beginning of the year), Paper, and Pencil and all missing work for other classes.* A folder would also be helpful.

GRADING SCALE: This class is Credit (CR) or No-Credit (NC) grading.

56	-	100	Credit
0	-	55	No Credit

CLASSROOM RULES

1. Be in your assigned seat when the bell rings and be ready to work.
2. Gum is allowed, but should not be seen or heard. If a problem arises, gum will be prohibited from the room completely.
3. No food or liquids (including bottled water) allowed.
4. Take proper care of equipment:
 - a. **You are responsible for the equipment assigned to you.** Check all of your equipment daily. Notify the teacher of any problems **immediately**.
 - b. Keep objects off computer screens, this includes fingers.
 - c. Use only fingers to press keys on the keyboard.
 - d. If your computer locks up, please inform the teacher before you do anything.
 - e. If you are unable to log in, please notify the teacher for further instructions.
 - f. Please **log off** completely and properly when you are finished with the computer. If you are the last class of the day, **shutdown** the computer.
5. Downloading **any** information onto a computer, server, or removable media is prohibited without permission.
6. Internet usage allowed for educational purposes with permission from the classroom teacher only and is completely prohibited with a substitute teacher.
7. Inappropriate and violent games such as Doom and Quake are prohibited.
8. Be respectful of other people and their belongings, including school staff.
9. Work quietly and be courteous of others.

Failure to comply with the rules will be cause for detention.