

## Success Tips/Important Information

### Edmentum Email Delivery

#### **Success Tip #1 - Log in**

All,

Did you know that if you don't log in and work on your courses you won't finish them and you won't graduate? (crazy I know!)

Here's a suggestion to help you succeed...try to clock in at least 2 hours a day, BUT maybe don't do all 2 hours at once! Try doing a 20-30 min session, then take a break. Come back and work some more later. This is a marathon not a sprint and we want to see you guys making forward progress.

#### **Success Tip #2 - Notes**

All,

Did you know that you are required to complete notes for all your courses at CHA? That's doin too much right? Not really because you can use your notes on all tests and quizzes. In fact, we WANT you to use them on all tests and quizzes. This will help your grades improve on tests and quizzes but also notes are 15% of your grade.

Mr. Proctor created several videos that you can find on his Clever! Home Page or mine that explain how to find the Guided Notes, unlock them and save them digitally so you don't need to do them on paper. You then just email them to us or share them from your google drive and we can grade them.

You got this! Get these notes done!

### **Success Tip #3 - Quiet distraction free work space**

All,

Did you know that a noisy environment with lots of distractions will make you work slower? Crazy right? Who knew?!

One of the best success tips you can follow is to set aside a quiet space with few distractions. This will help you make more progress but also you make progress in less time. This space can be comfortable but should be quiet. Let your family know you are working on homework and need them to leave you alone for a set amount of time, like 20-30 minutes. If you have little brothers or sisters, maybe encourage them to read a book during this time so they are busy but learning too!

It's vital for your success that you are intentional about finding a place to work that will allow you to be successful. You want to maximize your efforts and get the most out of the time you spend on school.

You Got This!

### **Success Tip #4 - Goal Setting**

All,

Did you know that you are more likely to be successful if you set a goal for yourself? This is weird but true!

In this case, maybe set a time goal or a percentage goal for work completed. This will give you a sense of accomplishment as well as move you forward in your progress. Write your goal down and even post it in your room. Then set up a reward for yourself. Maybe some gaming time or a sweet treat. These little psychological games can help increase your percentage completed and get you closer to graduation!

We believe in you!

## **Important Information - Note Taking**

All,

Did you know that notes are required in all Social Studies courses? They are 15% of your over all grade, and are designed to help you pass the tutorial quizzes, unit tests and exams. You are encouraged to use notes on all tests and quizzes! You have two great options for notes:

1. Guided notes - provided by Edmentum. These are like work sheets you complete as you watch the video. These are available on paper or you're encouraged to do these electronically. There's videos on Proctor and R's home page to explain where to find them, unlock the PDF and fill them out. For submission if you complete on paper, you could take pictures and text them to us or bring them to school for grading.

2. Hand written. Some students prefer this method and it's a great option. You take notes on what you see as important information and then use them on the tests and quizzes. You could use a Google Doc and just share it with us as a way to make it electronic, but hand written is acceptable. For submission you could take pictures and text them to us or bring them to school for grading.

All notes must be submitted to your teacher for grading when the course is complete. They are 15% of your grade and we will enter a zero if we don't have notes. (Pro tip - notes often times bring a failing grade up to passing)

Mr. Proctor and Mr. Rundhaug

## **Important Information - Course Completion**

All,

It's super important for you to email Mr. Proctor and/or Mr. Rundhaug when you complete a course. If you don't, we don't have a good way to know you're done. I know this sucks, but right now this is the way we find out...when you tell us. Please don't forget to email us if you think you're done.

Remember you need to pass the class to receive the credit. There's no point in awarding a yellow sheet if you failed the course.

If you need a retry on any test, we will support you. Please be sure to take all guided notes or take your own notes. They are required for you to pass the class.

Mr. R

## **Important Information - Communication Guidelines**

All,

As we proceed with school both in person and remote, you need to know and use the BEST way to reach your teachers. In my previous email I gave you our office hours. Those are the times you can reach us. What's the best way to reach Mr. Proctor and Mr. R?

Well that's easy, you're using it now! Edmentum email will insure we receive your email and respond during office hours. You are free to email us outside our office hours schedule, but we might not see it till the next school day.

There are other ways to reach us, but Edmentum is the best way.

Mr. Proctor and Mr. R

## **Important Information - Office Hours**

All,

Mr. Proctor and I want you to know that we have set office hours. We are, of course, available during school hours, but also for two hours after school Monday through Thursday. So below, you'll find an easy breakdown of our office hours.

Monday thru Thursday - 7:30a until 3:00p

Friday - 7:30a until 1:30p

You're always welcome to email us during our off hours, but we most likely won't receive and respond to the email until the next school day. If you know you'll be working late into the night because you have work or something during school hours, please tell us! We can unlock more tutorials for you so you can stay busy.

The most important thing you can do while working remotely is communicate with us. We are here to help you but if you don't tell us what you need, we can't help.

Mr. Proctor and Mr. R

## **Important Information - Turning in Notes**

All,

You have several options for taking notes, which means you have several options for turning them in for grade.

1) If you used guided notes and completed them ONLINE you can simply email the PDF to Mr. Proctor or Mr. R. Our emails are: sproctor@chayvs.org jrundhaug@chayvs.org

2) If you typed your notes into a google doc on your google drive, you simply share them with Mr. Proctor or Mr. R. Our emails are: sproctor@chayvs.org jrundhaug@chayvs.org

3. If you completed your guided notes on paper, you can hand them in at school. The building is open from 730-130 Monday through Friday. You can take pictures of them and email or text them to Mr. Proctor or Mr. R. Our emails are: sproctor@chayvs.org jrundhaug@chayvs.org

4) If you have handwritten notes on paper, you can hand them in at school. The building is open from 730-130 Monday through Friday. You can take pictures of them and email or text them to Mr. Proctor or Mr. R. Our emails are: sproctor@chayvs.org jrundhaug@chayvs.org

Notes are an important part of your grade in all classes at Covenant House Academy. Please make sure you take notes on all tutorials. You may use them on all tests and quizzes. This will help all your grades move higher. Notes are 15% of your overall grade in Social Studies.

Mr. Proctor and Mr. R

## **Important Information - Grading Scale**

All,

As a reminder please find below the grading scale we use in Social Studies at CHA-GR:

**15% - Notes and off line**

**50% - Tutorials (daily assignments)**

**25% - Tutorial quizzes**

**10% - Final exam**

Please keep these percentages in mind as you're doing your work. Notes help all your other grades improve, so pay attention and complete those notes!

Mr. Proctor and Mr. R

## **Important Information - Requirements to remain a student**

All,

I've said this before, and you'll keep hearing your teachers hammer this until the pandemic is over. In order to remain a student in the eyes of the State of Michigan, you **MUST** do all of the following:

- 1) communicate about your classes with your Advocate Teacher (or other course teachers) a minimum of twice a week.
- 2) log into your course daily. Check your email and respond to communications sent by teachers.
- 3) complete a minimum of 15 hours of coursework a week. (this will also help you stay on track to graduate.

I know these are annoying, but remote learning requires these three tasks. It's vital that you do these three things for the school to receive proper funding and you to remain a student.

Mr. Proctor and Mr. R

Protip - if you come to school and work in the classroom you can log your 15 hours and two contacts with teachers in three days.

### **Important Information - Pro-tip completing requirements**

All,

You can reply to the messages I send out to you and that would count as a two-way communication between you and me/Proctor. This satisfies one of the three tasks to remain a student. That's one of the reasons I send out these weekly emails to you all. You should be logging in daily so you can just shoot an email to me or Mr. Proctor and you'll satisfy the State of Michigan and we won't have to remove you as a student!

Mr. Proctor and Mr. R

### **Important Information - Count Day**

All,

Student Count Day / Appreciation Day is Wednesday October 7. Please make arrangements to come to the school building that day. It's easier to count you if you're here in person. AND you'll get a free hoodie, food and a gift for being in person that day!

Mr. R

### **Important Information - School year is moving along**

All,

Look at the calendar, HALLOWEEN is this week! It's CRAZY how fast time is moving this year. I know most of you have chosen to work remotely. This means you don't have your teachers pushing you to get more done every single day. We hope you get logged in for your 15 hours of work EVERY week!

Please remember if you are under 18 you could possibly graduate early! That would be awesome! If you're over 18 you need to get focused on course completions, because you're going to quickly run out of time. You can not graduate if you're older than 22.

You need to make school a priority. Set boundaries for yourself, your family and friends. Tell them you need to spend time working on school so you can graduate! A high school diploma will open doors for you and make your life a little easier as you get older!

Mr. Proctor and Mr. R are available via Edmentum to support your needs. School is open M-F 7:30a-1:30p. If you want one-on-one attention, now is a perfect time to get that attention, there aren't many kids in the building.

Mr. Proctor and Mr. R

### **Important Information - 1 Tutorial a Day**

All,

We know sometimes all the work seems like too much! UGH! We get it. I would suggest a good goal to set for yourself is to try and complete ONE Social Studies tutorial every day. Just one...guided notes, and the quiz. If you did this, you would complete your current social studies course by the end of November!!! Each one of the social studies courses takes around a month to complete. Give it a try...even if you miss a day or two in there, you'll see the progress start to stack up. Keep your "Running Man" in the green!

You got this! We believe in you!

Mr. Proctor and Mr. R

### **Important Information - Open Office Hours**

All,

Social Studies has a Google meet video chat available every day from 8:30am-1pm. We are available to help with your social studies courses or just to chat and reconnect if you need to talk. The link is found on Mr. Proctor's Clever home page, but it also available below:

<https://meet.google.com/qut-jvfn-qtf?authuser=1>

Simply click on the link and we'll let you into the meeting. We would love to see you and chat even if you don't need help with your school work.

Sincerely,

Mr. Proctor and Mr. R