

**Course:** High School Prep  
**Instructor:** Maggie Mangas  
**Planning Period:** 2:16-3:05 pm  
**Email:** mmangas@usd263.org

Feel free to contact me during my plan period with any questions or concerns you may have. I am also available by email or phone. School phone number is (316)-777-2022.

**Daily Classroom Supplies:**

- Agenda
- Writing utensil
- Homework
- Chromebook
- Most importantly, YOU need to be aware of what you need to bring to work on EACH day

**Course Objectives:** Encore is a unique course that is designed to help students learn to become more responsible young people and students. During the time in Encore, we will work on organization and study skills, time management, and ways to be the most successful student possible! This class *does* have time built into it to allow students to work on homework. Since it is the first class of the day, it is an excellent opportunity to make sure that you are well prepared for the upcoming school day. However, this individual class period does NOT provide enough time for you complete large amounts of homework due that same day. Encore allows enough time to put the finishing touches on an assignment-not complete an entire assignment(s)-that is not the intention of this course. You will still be expected to complete the bulk of your homework at HOME.

**Evaluation Process:** In Encore, much of a student's individual grade is based on preparedness. To get the most out of the time Encore provides, it is important that a student brings the work they need each day. Therefore, grades come from students being prepared for class by bringing what they need each day. Part of a student grades will also be based on proper use of time while in class. I want students to make the most of this opportunity!

**Cheating:** If a student is caught cheating, I will notify the teacher who assigned the work and the punishment will be up to their discretion.

**Make-up work and Absences:** If a student is absent, it is his or her responsibility to check with teachers to find out what work they may have missed. Please be sure to read the policy in the student agenda book on make-up work. This is the policy that will be followed. Good attendance is crucial to be successful in any class. Each day builds on information from previous weeks and days. Regular attendance is a must! Though there may not be specific assignments that need to be made up from Encore, each time you miss a class period, you miss a chance to work and get prepared for the day.

**Classroom Rules:** The school-wide classroom rules outlined in the agenda book will be followed. My classroom rules include:

- Be on time to class
- Come prepared each day
- Be respectful of others, yourself, and the teacher
- No food in the classroom
- Have a positive attitude

I have read the course syllabus and understand what is expected of my child. For remembering to have a parent's signature, my child has earned his/her first 10 points for High School Prep. If I need a copy of this syllabus, I can find a link on Miss Mangas' teacher webpage.

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Parent or Guardian's Signature

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Student's Signature

**I look forward to an awesome year with you!**