

## Lesson 01 - Syllabus/Schedule and Transcript Review: Sophomores

	Lessons	Standards
<b>Last Week</b>	Summer Vacation	Fun
<b>This Week</b>	Freshmen Orientation (Tues) Syllabus/Schedule Review (Wed) Class Meetings (Thurs) Welcome Assembly (Fri - Main Gym)	SEL 1 : Self-Regulation SEL 2 : Social Belonging
<b>Next Week</b>	AG Introductions (Tues) Attendance/Handbook/Conduct (Wed) Safety and RIE Procedures (Thurs) Homecoming Voting (Fri)	SEL 1 : Self-Regulation SEL 2 : Social Belonging

**Materials: AG Syllabus (In box & attached online, due Friday Sept. 15), Sophomore Schedule Review Sheet (Attached), Schedule Change FAQs (Attached).**

### Procedure:

1. **Begin advisory according to personal preference.**
2. **Take attendance.**
3. **Read Announcements.**

4. **Stress to students the overall themes for AG for this year:**

**“Sophomore year will focus on understanding ourselves, relating to others, overcoming doubt and failure, personal management, and study skills. During AG we will wrestle with these ideas and develop skills to work through successes and challenges. We will also complete CRLEs (Career Related Learning Experiences): PSAT, community college visit, job shadow.**

5. **Distribute copies of the AG Syllabus.**

- **Review the syllabus and answer any questions. Review the grading system and remind students that AG is a graded class required for graduation and that the assignments are not optional.**
- **The signed syllabus is an assignment and will be due next Friday.**
- **TEACHERS: Please maintain a copy of the signed syllabus on file for the duration of the year. You will also keep a copy of the signed student handbook agreement (next week) as well. From time to time administration,**

**counselors, and other school personnel may request these forms. If you need a binder to help manage the forms please ask the main office staff.**

#### **6. Schedule Review**

- **As you read through the scripted directions with your students, please write down any names of students whose schedules need immediate attention. All other student schedule requests will need to be processed through the yellow schedule change request forms located outside the counseling office.**

#### **7. Transcript Review**

- **Have your students review their transcript from their freshman year.**
- **Explain that the transcript is a record of all of the classes and corresponding grades they have earned in their high school career.**
- **Point out the cumulative GPA (bottom left-hand corner of the transcript)**
- **Instruct students to review the credit summary box in the upper right hand corner. Students should compare their credit deficiencies with their 1st semester schedule to ensure they are taking the appropriate courses to meet graduation requirements.**
- **If they see something they have questions about, please help them to make an appointment with their counselor to discuss their transcript.**

#### **8. End advisory according to personal preference.**

**9. Teachers: Please return the Schedule Review worksheet to the Sophomore counselor, Barnabas Wong or the Counseling Secretary, Molly Abdou by the end of the work day.**