Course Description
The Study Skills program is designed to assist students learn, understand, and reinforce concepts and/or assignments presented in the general curriculum. Students have the opportunity to develop and strengthen good study habits and learning strategies through various instructional methods and strategies. Specific goals and objectives identified in the student’s IEP will be integrated into the class. The study skills teacher will collaborate with regular education teachers on an on-going basis to develop study strategies and design lessons to best meet academic requirements of the regular classroom. Study Skills is a support class for students taking regular education classes. Emphasis is placed on core classes.

Topics Addressed
**We do not utilize a course outline so that we may provide support services for regular classes based on individual needs and the core course requirements.

<table>
<thead>
<tr>
<th>Test Preparation</th>
<th>Test Taking Skills</th>
<th>IEP goals and objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Learning Strategies</td>
<td>Transition Planning</td>
</tr>
<tr>
<td>Learning Styles</td>
<td>Time Management</td>
<td>Research Skills</td>
</tr>
<tr>
<td>Self-Advocacy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required Materials
- Daily Planner (planners are expected to be kept current and on hand at all times)
- Binders and/or notebooks as required by regular education classes [2 large binders (1 ½’ – 2”) with pocket dividers and lined paper are best for organizational and management purposes]
- Personal supply of pens, pencils, and high lighters
- Ongoing supply of index cards (used as study aid) are helpful but not mandatory
- Additional supplies may be required throughout the school year based on assignments and student needs

BYOD – Classroom Use Policy
- Students may use their own iPads, Notebooks, and/or laptops (No cellphones or iPods) for school related assignments. (See the TPSS Acceptable Use Policy for exact guidelines)
- Device screens must be fully visible to the teacher at all times and may only be used if permission is granted at the time of request.
- Devices may only be used for purposes related to DOCUMENTED curriculum needs to support ASSIGNED general education course work.
- Students are responsible for their own security and/or storage.
- Charging stations will not be made available due to classroom equipment needs.
- Students will not be allowed to use devices for communication purposes (i.e., messaging, social media)
- Parents and students must fully understand that there are no printing options in the classroom and students will not be excused to leave the room to attend to printing needs.
- Students DO NOT receive “free time” to play games or “surf” the internet
- Students may not use ear buds or headphones – music is not allowed.

Printing Needs
Students are allowed to purchase copies in the library during their personal time (i.e., lunch and before school). Copies cost 5 cents per page. I am unable to bear the cost of making copies or printing items for students.
**Daily Student Responsibilities**

- Students are required to bring ALL (A & B Day) academic subject notes, handouts, projects, and materials necessary to complete regular classroom assignments. Study Skills is a support program. Therefore, students are required to attend to both A and B day coursework.
- Students are required to attend to assignments, complete homework, and/or study for upcoming tests daily – other activities may be assigned depending on IEP requirements. Work is required from bell-to-bell.
- Students are required to utilize a daily planner and note all assignments, due dates, and test dates.
- Students will be required to remain in the classroom for the entire class period.

**Methods of Assessment**

Study skills assessment participation based.

<table>
<thead>
<tr>
<th></th>
<th>Excellent-A</th>
<th>Good-B</th>
<th>Satisfactory C</th>
<th>Needs Improvement D-F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus on Assigned Work</strong></td>
<td>Consistently stays focused on in-class work and what needs to be done. Very self-directed.</td>
<td>Focuses on in-class work and what needs to be done most of the time.</td>
<td>Focuses on the task and what needs to be done some of the time. Often must be reminded by the teacher about what needs to get done.</td>
<td>Rarely focuses on class work and what needs to be done.</td>
</tr>
<tr>
<td><strong>Preparedness</strong></td>
<td>Brings needed materials to class and is always ready to work.</td>
<td>Almost always brings needed material to class and is ready to work.</td>
<td>Often brings materials but sometimes needs to borrow.</td>
<td>Seldom brings materials and/or is rarely ready to get to work.</td>
</tr>
<tr>
<td><strong>Time-Management</strong></td>
<td>Routinely uses time well to ensure things get done on time. Student never asks to adjust deadlines.</td>
<td>Usually uses time well, rarely misses deadlines.</td>
<td>Tends to procrastinate, does not use school time or schedule provided to get work completed.</td>
<td>Rarely gets work done by deadlines, always asks for extensions or does not submit work despite time in school.</td>
</tr>
<tr>
<td><strong>Quality of Work</strong></td>
<td>Provides work of the highest quality that reflects the student’s best efforts.</td>
<td>Provides quality work that reflects an effort from the student.</td>
<td>Work occasionally needs to be redone or does not reflect any time or effort.</td>
<td>Provides illegible work that reflects very little effort or does not turn in any work.</td>
</tr>
<tr>
<td><strong>Behavior</strong></td>
<td>Student is awake and engaged in class on a daily basis, and shows no disruptive behavior.</td>
<td>Student is awake and engaged in class nearly every day, and shows no disruptive behavior.</td>
<td>Student is awake most of the time but has fallen asleep or done nothing for a few classes. Shows no disruptive behavior.</td>
<td>Student frequently sleeps and/or disrupts class.</td>
</tr>
</tbody>
</table>

**Board-Approved Grading Scale**

**Tutoring**

**Study Skills is a support services class. Therefore, additional tutoring is not available. However, if you have concerns related to a specific need, please contact me so that we can address the need appropriately.**

**Make-Up Work**

IEP guidelines are followed.
**Classroom Rules and Corrective Actions:**

1. Bring all required materials to class.
2. Follow directions immediately.
3. Follow classroom procedures.
4. Use polite and appropriate speech and body language at all times.
5. Participate in learning activities as directed by the teacher.

**Consequences**

- Step 1: Warning
- Step 2: Parent Contact
- Step 3: Detention (15 minutes after school)
- Step 4: Friday Detention with administrator/disciplinarian
- Step 5: Office Referral

*Student behaviors and consequences are outlined in the student handbook. However, individual guidelines and procedures will be followed for students with Behavioral Intervention Plans as prescribed by their IEP.

__________________________________________  __________________________________________
Student/Date                                      Parent/Date