

# pine Valley Middle School

Resource Study Skills Course Description  
2009-2010  
Ms. Huff

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## Introduction

This class is designed to facilitate the needs of students based on their individualized education plan. During their time in class, students will be coached and supported in developing organizational and study skill strategies. Students will also have the opportunity to work on assignments given to them in their general education classroom on a daily basis.

One goal of the Study Skills class is to have the students become acquainted with what type of learning style they possess and how they most effectively process and retain information. Students will become familiar with what learning difficulties they have and also be educated in different ways of overcoming these deficits. By recognizing their strengths and weaknesses, students will be able to see what works for them and what does not in a general education setting.

## Individual Education Plan

Goals will be addressed through mini lessons on reading comprehension, writing skills, goal setting and organizational skills. Goals will also be addressed as students complete homework assignments and work on projects that are generated within the general education classroom.

## Absence Policy

Work missed due to absences will be discussed with the student. The work will need to be completed within three days, or the student will need to work at lunch until the work is completed.

## Grading Policy

Grades are based on a point system. Students earn points in five different areas. Each area is worth five points.

- being on time
- being prepared
- completing the binder reminder
- attitude
- work ethic

## Grading Scale

99% + = A+	76% - 79% = C+
94% - 98% = A	73% - 75% = C
90% - 93% = A-	70% - 72% = C-
87% - 89% = B+	66% - 69% = D+
84% - 86% = B	63% - 65% = D
80% - 83% = B-	60% - 62% = D-

Grades will be updated weekly and will be available through [schoolloop.com](http://schoolloop.com). If you do not have access to a computer, let me know and I will print out a copy of the grades and send it home with your student.

## Binder Reminders

Binder Reminders are mandatory and must be brought to class everyday. Students are expected to write down their assignments in their binder reminders on a daily basis. Please check the binder reminder daily.

## Classroom Rules

- Respect others—no bullying or making fun of others
- Keep hands and feet to self
- Be prepared for class and do your best work
- Raise your hand—don't speak while others are talking
- Be safe

## Classroom Procedures

- Enter the room quietly and on time
- Record homework in binder reminder or write "No Homework"
- Record goals for the day
- Gather needed materials and sharpen pencils in a timely manner
- Complete independent work without disturbing others
- Speak in a quiet voice during small group activities
- Replace materials and prepare for dismissal

Additionally, please refer to the Student Handbook and the Binder Reminder for additional information regarding district policies, dress code, etc., as all school and district regulations will be enforced.

## Consequences/Tardy Policy

1<sup>st</sup> offense—Warning

2<sup>nd</sup> offense—Litter Pick-up, lunch detention and/or meeting with the teacher

3<sup>rd</sup> offense—Parent contact, lunch detention, or litter pick-up

4<sup>th</sup> offense—referral to the office and parent contact

A tardy means the student is not in his/her seat when the bell rings.

### Rewards for following the Rules and Procedures

Classes treats and/or free time

Verbal praise

Positive phone calls home

### Consequences for breaking the rules

1<sup>st</sup> offense warning/name on board

2<sup>nd</sup> offense check after name, meeting with teacher, or litter pick up

3<sup>rd</sup> offense new seat, litter pick up, phone call home, problem solving sheet

4<sup>th</sup> offense lunch detention with teacher, phone call home, parent-teacher-student conference, behavior contract

5<sup>th</sup> offense referral to office and phone call home

### **Student Supplies**

Pencils

Pens

Paper

Binder Reminder—This must be brought to class every day. If it becomes lost, it will need to be replaced.

Book(s) for silent reading

Please feel free to contact me anytime you have questions or concerns. E-mail works best for me; however, voice mail is available as well.

E-mail--[dhuff@srvusd.net](mailto:dhuff@srvusd.net)

Voice Mail--479-7788

Respectfully,

Debbie Huff

When both parent and student have read over the course description and the classroom policies, please sign and return as soon as possible.

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**Student/Parent Acknowledgement Communication Form**

We have read the course description and classroom policies for Ms. Huff's Study Skills class.

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Please indicate below the communication method you prefer.

Parent Name \_\_\_\_\_

\_\_\_\_\_ I prefer e-mail      \_\_\_\_\_ I prefer telephone

E-mail address: \_\_\_\_\_      Daytime telephone \_\_\_\_\_