

Public Academy for Performing Arts
Middle School Study Skills
Mrs. Torrez Room 16

Purpose: This Study Skills class is designed to support student learning across their academic subjects. Students are assigned this course through their IEP based on the need for additional academic support.

This is a graded class, and students are expected to complete all required assignments and activities in order to pass.

Students must bring their Chromebook charged and ready to use every day.

Daily Procedures

Daily Check-In: At the beginning of each class, students will fill out a check-in form listing all the work they need to complete. As tasks are completed, students will mark them off. This process helps with organization and time management. Any work not finished during class time—and that is already due—should be completed at home.

Daily Check-Out: During the last 5–10 minutes of class, Mrs. Torrez will meet one-on-one with each student to review what they accomplished. Students will then take their check-in sheet home to complete any remaining work.

Weekly Tasks

Grade Check & Goal Setting: Students will complete a weekly assignment focused on either grade monitoring or setting academic goals. At the beginning of each quarter, the assignment will focus on goal setting. For the rest of the quarter, students will complete weekly grade checks.

These assignments are posted on the **last day of the week**. If a student is absent, they are still responsible for completing the assignment by the **first class of the following week**.

Executive Functioning – WayGround Assignments: Each week, students will complete a short **WayGround** assignment (formerly Quizizz). These videos (less than 10 minutes) will focus on improving executive functioning skills such as planning, organization, and self-monitoring.

Participation & Attendance

Attendance: Daily attendance is expected unless otherwise specified in a student's IEP. **Unexcused absences will result in a deduction of participation points.**

Music Policy

Students who maintain **grades of 70% or higher in all classes** may listen to music using their Chromebook during class. This is a privilege and may be revoked if it becomes a distraction.

Grading Policy

Daily Check In: 15%

Daily CheckOut: 5%

Grade Check/Goal Setting: 20%

WayGround Assignments 10%

Attendance/Participation: 50%

Rewards

While I encourage students to be intrinsically motivated, many benefit from external reinforcement. Students may earn rewards for completing work, staying focused, and maintaining/improving grades. Food and non-food reward options are provided.

Classroom Expectations

- **Be respectful of others.**
- **Be in your seat and working when the bell rings.**
- **Work quietly throughout the class period.**
- **Phones may not be used in class.**
- **Chromebooks are for academic use only.**
No videos unless they are part of a class assignment.
- **Students must remain in the classroom unless they have a written pass from another teacher.**
- **No working in the hallways or outside.**

Contact Info:

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Email ctorrez@paparts.org & ctorrez@paparts.net

If you text or email, I will respond quickly during school hours. Phone calls will be returned no later than 24 hours (during school days).