

**Public Academy for Performing Arts  
Middle School Study Skills  
Ms. Butterworth Rm 21**

**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.

**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, Ms. Butterworth 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.

**Executive Functioning** – Each week, students will complete a short **WayGround** assignment. 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 Check-Out: 5%

Grade Check/Goal Setting: 20%

WayGround Assignments: 10%

Attendance/Participation: 50%

## **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 or seen 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:**

Email [pbutterworth@paparts.org](mailto:pbutterworth@paparts.org)

**Emails will be returned during school hours within 48 business days.**

**Please Note: This syllabus may be updated or modified as needed.**

**Public Academy for Performing Arts**  
**Study Skills**  
**Ms. Butterworth, Rm 21**  
**6th period**

I have read and understand the course syllabus, including the grading policy, attendance rules, and schedule. I agree to follow these guidelines for this class.

- **Student Printed Name:** \_\_\_\_\_
- **Student Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Parent / Guardian Acknowledgement:**

**Parent Printed Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_