

MECA STUDY SKILLS

2008 -2009

Dear Parents & Guardians,

We are so thrilled to have your student in our program this year. This elective course is designed to help students learn valuable study and organization skills which are critical to student success. As your student's teachers, we will work to build a relationship with your student by acting as their mentor and advocate. Most importantly, we will work with you and their teachers to better understand the best way to meet the needs of your student.

Required Materials

Your student is required to bring an agenda and binder to class each day, along with a book to read.

Daily Grades

As your student's Study Skills teacher, we will work very closely with you and your student to ensure he/she stays organized and keeps a current agenda; however, it is your student's responsibility to correctly record his/her daily agenda for each core class including any HOMEWORK for that class.

It is also your student's responsibility to bring his/her binder to class so that it can be checked for supplies and organization. We will sit with your student for a few minutes at the beginning of each class period to check agendas and binders. To earn an 'A' on a daily basis, students will need to bring the following items to class and keep them neat and organized:

- Agenda
- Binder
- School supplies (pens, pencils, notebook paper, etc.)
- Book to read

Mandatory Tutoring

To help your student keep on top of his/her grades, we will be conducting weekly grade checks for all core classes each Friday. These grade checks will be taken from the online Parent Connect system (see next section). We will spend time with your student discussing their grades so they have a better understanding of how they earned their current grades.

The MECA Mandatory Tutoring Policy for 2008 - 2009 states:

- If a weekly grade check shows that a student has a 75 or below in a core class, the student will be assigned two (2) sessions of mandatory tutoring (in that core subject) the following week.
- If more than one core class grade is low, then two (2) sessions of tutoring are required per core class that is at or below a 75. Parents will be notified if more than four (4) sessions are required.
- For example, if your student has a 73 in math and a 75 in science at the weekly grade check, he/she would be required to attend 4 tutoring sessions the following week - 2 for math and 2 for science.
- Students will be encouraged to attend tutoring with their core classroom teachers. To earn credit for attending mandatory tutoring with a teacher, the student must get the teacher's signature in their agenda and show it to the Study Skills teacher by Monday at 4:00 pm the following week as proof of attending.
- It is the student's responsibility to inform parents when he/she is assigned mandatory tutoring.
- Failure to attend mandatory tutoring or to show proof of attending will result in an automatic office referral.

Parent Connect

As part of our program, parents are required to sign-up for the online Parent Connect system which provides detailed access to a student's grades on an ongoing basis. (See attached form for instructions on how to sign up for this valuable service.) If you do not have access to a computer, then you will need to check your student's agenda each week to view their grades.

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(contd.)

Classroom Expectations

Our expectation for all of our students is for each student to feel welcome, safe, and most importantly, to know that they are in a classroom that allows them the opportunity to be the best student they can be. For this to happen, our class has the following expectations:

- 1. Follow directions and classroom routines.*
- 2. Be courteous and respectful.*
- 3. Speak politely to everyone, and use appropriate language.*
- 4. Listen quietly when others are speaking.*
- 5. Be safe, and keep hands, feet, and objects to yourself.*

If a student chooses to behave inappropriately, the FMS consequence hierarchy will be followed. Offenses are cumulative throughout a six weeks period, and the hierarchy starts over at the beginning of each six weeks.

- 1st Offense - Verbal redirection. (warning)
- 2nd Offense - Teacher/student conversation.
- 3rd Offense - 30 minute detention with **parent notification**.
- 4th Offense - 1 hour after school behavior detention with **parent notification**.
- 5th Offense and Beyond- Office Referral with **parent notification**.

Exiting the Study Skills Program

Once a student has progressed through the Study Skills program, our goal is for that student to leave Study Skills and take a different elective. Parents will be consulted in making the decision for a child to leave our program. All students who have been a part of our Study Skills program will continue to have their grades monitored for two full six-week periods after leaving. Students who are at or below 75 in a core class will have a week of "probation" to bring their grades up on their own. After that, they will fall under the same mandatory tutoring policy as students in Study Skills classes. Once the two six-week periods are up, students are fully released from the Study Skills program and no longer receive grade checks or mandatory tutoring support.

We thank you in advance for your support in helping your student achieve his/her true potential. We'll be in touch with you throughout the semester as we work together to help your child succeed.

Sincerely,

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