

**Disclosure Statement 2020-2021**  
**South Jordan Middle School**

Instructor: Steven Carlson

Subject: Study Skills

**Dear Parents and Students,**

**I anticipate that this year will be a positive and rewarding experience for my students. The primary objective of this class is to improve upon each student's current academic levels while working within the state core curriculum. We will be addressing basic study skills.**

**Classroom Expectations and Assignments:**

- Class will begin with a study skills lesson or students will immediately start working on their assignments in other classes.
- A grade posting of all classes should be frequently visited by the student. The student is required to track his or her assignment completion and progress, not the teacher.
- Students must come to class prepared with pencil or pen, paper, reading book and computer to complete assignments.
- There will be an organizational and study skill assignment completed by the student weekly in class in addition to studying lessons, completing assignments in other classes. Students will complete one advocate assignment prior to the mid-term date each quarter.

**Classroom Rules:**

- Follow directions and respond politely to requests. Come ready to work!
- Be punctual. Be on time to class.
- Be prepared. Come with a pen or pencil, notebook, computer, a reading book and homework.
- Show respect for others and their property. Show respect always to everyone by following the class rules!

**Positive Outcomes:**

- Verbal praise for appropriate behaviors and academic performance.
- Individualized notes, phone calls or Skyward/e-mail messages sent to parents by the teacher.

**Negative Outcomes:**

- Warning
- Letter, phone call or Skyward/e-mail message to parents
- Meeting with student, parent, teacher (and administrator if necessary)
- Referral to school administration

**Grading Scale:**

Standard Based Grading Rubric					
Criteria	Ratings				Pts.
Assignment	4.0 pts 4: Exemplary	3.0 pts 3: Proficient	2.0 pts 2: Partially Proficient	1.0 pts 1: Not Proficient	4.0 pts
					Total Points: 4.0

- Assessments will comprise 80% of the student's overall grade.
- Practice(homework, class assignments, etc.) will be the other 20% of the student's grade.

### **Make-up Work and Late Work:**

- Make-up work for assignments will be available for any **excused** absence; **unexcused absences** will result in a "zero" grade on the assignment, project or test for that day. A student is expected to seek me out and ask for make-work when he returns to school. Make-up work should be turned in within the week students return to school..
- If a student has concerns about meeting assignment due dates, he/she needs to come see me **before the due date** to discuss his concerns and see if arrangements can be made for an extension.
- I am available before and after school for additional assistance.

### **School Policies and Expectations:**

- Appropriate behavior with an "I'm here to work" kind of attitude is needed. This allows for a positive learning experience for everyone.
- Electronic devices (phones, earbuds) may not be used in class. If they are brought, please turn them off before entering class. If it is used, the device will be placed in my possession until the end of class. Repeated offenses will result in the device being turned over to an administrator.
- In order to be successful in class attendance is a primary factor. I fully support the school's attendance policy.
- I fully support the school's dress code policy. If necessary, a student will be sent to the attendance office to remedy any concerns or issues or questions regarding the dress code policy.

Thank you for reviewing these policies and procedures. Please sign and return the attached sheet. If there are any questions, please contact me at [steven.carlson@jordandistrict.org](mailto:steven.carlson@jordandistrict.org)

Please sign the attached form and **return** to me.

This is worth 100 points!

Thank you!

Steven Carlson

Please review the above information with your child and then fill out the form below and have it returned to me.

I will send a paper copy of this form for you to sign and return. If for any reason the copy is lost, you may print a copy of the below form and send it with your child or get another one from me.

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Instructor: Steven Carlson

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent Signature)

Day Phone: \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

**Any special concerns I need to be aware of?**

