



Mrs. Aghavni Anni Pakradouni
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E. J. Toll Middle School
Skills for Success

Course Outline & General Information

• **COURSE DESCRIPTION:** This 20-week (one semester) elective course is focused on helping students develop successful academic, career, and life skills. We will be using the *The 7 Habits of Highly Effective Teens* as our class text and students will have many opportunities to learn the following skills:

- Communication and Social Interaction
- Organization, Planning, and Time Management
- Studying, Note-taking, and Test-taking
- Behavior Management, Self-Discipline, and Leadership
- Growth Mindset and Developing Positive Habits

• **ASSIGNMENTS, LATE WORK, & ABSENCES:** Classwork will be given and evaluated regularly. Unfinished classwork may be done as homework. However, homework will not be assigned. Assignments submitted after the specified due date and time will be considered “late” and will receive partial credit (e.g. one day late will receive 85% of grade). Students with excused absences must complete any missing assignments or assessments within a reasonable amount of time, usually within 2-5 days, depending on how many days the student was missing from school. Students should check their Google Classroom (GC) to find which assignments they missed, so they can make them up.

NOTE: *A list of recommended class materials and supplies will be sent home as well as posted in the GC.* All students must bring a reading book of their choice with them to class each day to participate in independent reading as needed. Research shows that independent reading has a high and positive impact on student vocabulary, reading achievement, and academic success.

• **GOOGLE CLASSROOM (GC):** All Skills for Success students will be part of my Google Classroom based on class period. They must also join the “MAIN S4S” GC for access to all the general information contained there. *The codes for joining my GC by specific class periods will be given in class.*

• **ACADEMIC GRADES:** *Only grades posted in my Q-Gradebook will be used to calculate progress report and semester report card grades.* Parents and students can access assignments and grades in the Parent and Student Portals. Grades will be based on student effort, performance, and participation in lessons, assignments, and assessments of the skills students are expected to develop and/or enhance through this class.

- ⇒ *70% of the final grade is based on effort & participation; 30% of the final grade is based on assessments.*
- ⇒ *All assignments and assessments will be scored on a 10-Point Rubric. (See below for the actual rubric.)*
- ⇒ *Students will not receive any points lower than 5.*

10-POINT RUBRIC

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A+	10 pts	A	9 pts	B	8 pts	C	7 pts	D	6 pts	F	5 pts
<ul style="list-style-type: none"> •Outstanding Effort •Laser-like Focus on Assignment Details •Followed ALL Directions •Enhanced Assignment w/Personal Touches •Outstanding Engagement and/or Participation •Exemplary Quality of 		<ul style="list-style-type: none"> •Excellent Effort •Clear Focus on Assignment Details •Followed ALL Directions •Excellent Engagement and/or Participation •Exemplary Quality of Work; EXCEEDS Expectations 		<ul style="list-style-type: none"> •Above-Average Effort •Mostly focused on Assignment Details •Followed Almost All Directions • Above-Average Engagement and/or Participation •Exemplary Quality of Work; Somewhat 		<ul style="list-style-type: none"> •Average Effort •Somewhat focused on Assignment Details •Followed Most or Many Directions •Average or Somewhat Limited Engagement and/or Participation •1%-24% Incomplete •Quality of 		<ul style="list-style-type: none"> •Minimal or Poor Effort •Little to no focus on Assignment Details •Did Not Follow Directions (DNFD) or Only Followed a Few Directions •Poor Engagement and/or Participation or Lack of it •26%-59% Incomplete 		<ul style="list-style-type: none"> •Clearly No Effort •No Focus on Any Assignment Details •Did Not Follow Directions (DNFD) •Complete Lack of Engagement and/or Participation •60% or More Incomplete •Quality of Work Far Below 	

9.0 – 10 points = A | 8.0 – 8.9 points = B | 7.0 – 7.9 points = C | 6.0 – 6.9 points = D | 5.0 points = F

• **CITIZENSHIP GRADES:** These grades are based on 4 levels of citizenship: **O, S, N, U.**

- > **Outstanding** – Consistently meets behavioral expectations without needing redirection.
- > **Satisfactory** – Usually meets behavior expectations with few redirections; has 1 or 2 tardies in a 5-week period.
- > **Needs Improvement** – Inconsistently meets behavioral expectations with occasional redirections; has 3 tardies
- > **Unsatisfactory** – Does not meet behavioral expectations despite multiple redirections; has 4 or more tardies

**A citizenship grade of a “U” may result in loss of privileges in attending school events and activities.*

• **RULES & EXPECTATIONS:** Students are expected to follow all class and school rules and guidelines. *Skills for Success* students will be expected to **CARE**. That means that they are **Collaborative, Attentive, Respectful, and Engaged**. In this class, participation and proper classroom behavior are important for student success. *To be successful in this class, students must show they CARE about their learning by doing the following:*

Be collaborative: Students must work cooperatively with the other students in their group, team, or class, and with their teacher.

Be attentive. Students must bring their school-issued, fully-charged Chromebook and other supplies to class every day. When my students walk through the door of my classroom, they must be fully rested (having had 8-10 hours of sleep) and have a positive, can-do attitude. Most importantly, they must always be careful to follow given directions.

Be respectful: Students must behave in a way that is exemplary and positive, not in a way that draws negative attention to themselves. Students must also remember to treat others as they would want to be treated. Students must raise their hand to be called upon, but not if someone is in the middle of speaking to the class, whether it is a teacher, a student, or a visitor.

Be engaged: Students must be seated and ready to learn *before* the tardy bell rings. Students should take notes, ask questions, and make every effort to be an active listener and a thoughtful responder. Students should be participating in class as often as possible.

NOTE: All cellular devices must be powered off and put away. Students going to the restroom will drop off their phones in the class “phone box” and retrieve them when they return from the restroom.

• **CONSEQUENCES:** Failure to follow the school rules or any class guidelines will result in one, or any combination, of the following consequences (not necessarily in this order):

- Warning given (For cell phone infractions, student cell phone will be sent to Administration after one warning.)
- Student counseled by teacher
- Snack, Lunch, Before or After School Detention and/or Community Service in Mrs. Pakradouni’s classroom or on campus. (Parent/Guardian will be notified if the student has detention before or after school.)
- Email, note, or phone call from teacher to parent/guardian
- Referral to Counselor, Assistant Principal, or Principal

• **RESTROOM & HALL PASSES:** Each student will receive a double-sided Hall/Restroom Pass sheet (goldenrod colored paper). This is the pass they will use whenever they need to leave the classroom for any reason. If students lose their pass, or they use up all 20 passes before the end of the semester, a parent/guardian must email me to request a new sheet. Students will always get a replacement pass as long as their parent/guardian emails the request to my school email apakradouni@gusd.net.

• **PARENT PERMISSION:** In this class, I periodically show movies or videos to supplement and support classroom instruction and to facilitate student understanding and mastery of the content we are studying. Most often, movies are rated G or PG, although some may be rated PG-13. I have previewed all videos/films prior to showing them, and I do not show any films I feel are objectionable. In accordance with Glendale Unified School District policy, I need your permission to show PG-13 movies to your child. When I plan to show a PG-13 movie, I will send a PG-13 form for parents to sign along with the title of the film I’ll be showing. Your continued involvement and support are appreciated.

How to contact Mrs. Pakradouni: The best way to reach me, whether you are a student or a parent, is by email at apakradouni@gusd.net. I read and respond to emails on school days from 7:30 am to 3:30 pm. My door is always open to my students. I am happy to help them in whatever way I can in order to ensure their success. Students can email me or post a private message in my GC, but email is best.

