

## **Executive Functioning (Study Skills)**

Teacher: Mr. Fontenot

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### **COURSE DESCRIPTION**

Executive functioning deals with organizing, planning and keeping focused in order to complete tasks/goals. In order to support students with these skills, this course has been designed to keep students organized and attentive to their grades.

### **METHOD OF INSTRUCTION**

Although classes will vary, the general structure is: Students will have a warmup in the beginning of class. A lecture and class discussion will follow. After that, students will have a daily assignment which will sometimes consist of homework from other classes. Students will also work in groups and independently.

### **COURSE OBJECTIVES**

1. Students will maintain a well-organized binder
2. Students will be aware of their current grades on Infinite Campus
3. Students will learn goal setting skills
4. Students' confidence will increase due to being organized and prepared for their classes

### **CLASS CONDUCT**

The basic rule is to show respect to everybody. This means to respect your classmates by not putting each other down or name calling. Respect the class by not being a distraction. Respect the school by following all school rules.

Some assignments may allow you to use your cell phone. However, these times will be stated by the teacher. Any other time, cell phones must be silenced (not set on vibrate) and put away in your backpack/purse/bag.

See class rules list

### **NEEDED SUPPLIES**

1. Binder (No smaller than 1.5 inches, recommended 2.5 inches)
2. Binder Dividers (1 divider per subject, usually they come in a pack of 6)
3. Lined Binder Paper
4. 20 Clear Sheet Protectors
5. Notebook (Any regular notebook with line paper in it is fine)

If for any reason you need assistance obtaining these materials, please see Mr. Fontenot.

## **GRADING PLAN**

1. Grades will be based on a point system. The distribution of points is, as follows:
  - a. Binder Organization & Binder Checks 35%
  - b. Warmups 30%
  - c. Participation (Includes attitude and behavior) 10%
  - d. Daily Assignments 15%
  - e. Final 10%

## **LATE WORK POLICY:**

Late work without notice will be marked down by half. If you think you are going to be late on an assignment, talk with Mr. Fontenot and see if a time extension can be granted.