As students head into their preteen and teenage years, and as their academic and co-curricular responsibilities become more significant, they benefit from direct instruction and support around executive functioning (including organization and planning, self-regulation, prioritizing tasks, and maintaining focus) and study skills. The Middle School supports students in the development of these skills in a number of ways, including those detailed below.

**Student Agenda**
Middle School students are required to purchase a student agenda (calendar) in the Campus Store. The agenda includes Lovett letter rotation days and provides space for weekly to-do lists, reminders, and assignments. The agenda was designed and refined with significant student input, to ensure that it meets the specific needs of Lovett Middle Schoolers. In each class, teachers set aside time for students to record their homework in their agenda.

**Morning Tutorial and Afternoon Office Hours**
Morning tutorial is available every day except Wednesday, from 7:50 a.m - 8:10 a.m. Sixth graders and seventh graders who are at school are required to attend tutorial. Eighth graders are always welcome, but not required, to attend tutorial. Teachers are also available after school, as needed, every day except Friday. During tutorials and office hours, students are encouraged to meet individually with teachers, study with peers, read, or work on homework.

**Executive Functioning Morning Support**
The Middle School Executive Function Coach offers one-on-one weekly morning meetings with students who have been referred by a teacher, administrator, or parent. During these highly individualized meetings, the Coach and student work on organization, prioritizing, and weekly goals.

**Reading Strategies Class**
All sixth graders are enrolled in a six-week Reading Strategies class. Sixth and seventh graders who will benefit from additional reading support are also enrolled in year-long Reading Strategies classes. In partnership with the Reading Specialist, the Middle School Executive Function Coach serves regularly as a guest teacher, leading activities and reflections that support student growth in time management, priority-setting, study skills, working memory access, and flexible thinking. Students reflect on who they are as learners and then identify and develop the skills and practices that will help them be successful.

**Goal Setting**
At the beginning of the school year, students work with their faculty advisors to set personal goals using the “SMART” goal-setting strategy (specific, measurable, achievable, relevant, time-oriented). In October, students add academic or skill-oriented goals, again using the “SMART” strategy. Four times during the year, students meet with their faculty advisors to discuss progress towards their goals and refine strategies.
**Weekly Advisory Checklist**
Middle School students meet regularly in advisory groups, with a faculty advisor. Each Monday, advisors lead students through an organizational checklist, as they prepare for the week. Students check their email, clean out their lockers and binders, update and review their agendas, and review the test calendar for upcoming assessments.

**Advisory Mini-Lessons**
Throughout the year, the Middle School Executive Function Coach visits advisories to offer mini-lessons and strategies related to executive functioning.

**Study Hall**
All Middle School students are invited to attend study hall before or after lunch; some students may be required to attend study hall based on a teacher referral. The Middle School Learning Specialists, Executive Function Coach, Academic Resource Center Director, and peer tutors are available during study hall to work with students in small groups, focusing on content, learning strategies, or organization.

**Study Skills and Executive Function in the Classroom**
In every class, students arrive to see the class plan, daily homework, and upcoming assessments on the board. Time is set aside for students to record homework and assessments in their agenda. Throughout the year, classroom teachers provide explicit instruction and modeling of note-taking and study skills specific to their discipline. Additional study skills training is provided through Guidance classes, shortly before winter exams.

**Habits and Skills Assessment**
Students use the Lovett-created Habits and Skills Assessment (HSA) to reflect on their progress as they develop academic resilience, self-advocacy, and strong work habits. They receive feedback from teachers on these same skills, and the HSA and student goals serve as the backbone of the January student-led parent conferences.

**Test Calendar and MyLion**
The dates for major assessments are recorded in MyLion, Lovett’s Learning Management System (LMS).

**Learn More!**
Contact:
- Debbie Franks, Middle School Principal, debbie.franks@lovett.org
- Mary Olszewski, Middle School Executive Function Coach, mary.olszewski@lovett.org
- Yesenia Alonso, Middle School Reading Specialist, yesenia.alonso@lovett.org
- Cynthia Frazier, Middle School Learning Specialist, cynthia.frazier@lovett.org
- Asti Penabad, Middle School Learning Specialist, asti.penabad@lovett.org

Read:
- Homayoun, Ana. *That Crumpled Paper Was Due Last Week*
- Branstetter, Rebecca. *The Everything Parent’s Guide to Children with Executive Functioning Disorder*