** Welcome Back**

Welcome to Mrs. Schaeffer's Math Class :-)

Welcome back to school for the 2014-2015 academic year. My name is Mrs. Schaeffer and I will be teaching 7th and 8th grade Mathematics. I am excited to have your child in my class this year! I look forward to working with parents and students to make this a wonderful school year for everyone!

Enclosed are my classrooms policies and procedures. Please read it carefully and keep the letter so you can refer to it when you have a question. Please send back the second sheet for my information. I also encourage parents and students to check Cross-pointe frequently for an update on your child grades and progress. Open communication is a key to a successful year in math. If you have any questions throughout the year, please don’t hesitate to contact me at 941-359-5824 x.61143 or through email: grace.schaeffer@sarasotacountyschools.net.

Sincerely yours,

Mrs. Schaeffer

7th and 8th grade Math - COT

Grace.Schaeffer@sarasotacountyschools.net

<http://tornadoschaeffer.weebly.com/>

Classroom Policies and Procedures

**Everyday Materials**

* 2-Subject Spiral notebook
* 3-Prong Folder
* Sharpened Pencils/Mechanical Pencils STUDENTS ARE REQUIRED TO USE PENCIL FOR ALL WORK.
* Lined paper
* Dry erase markers
* Old sock or dry marker eraser
* 1 red pen for corrections
* Headphones/earbuds
* Internet Access

**Expectations**

* B5’s = Be RESPECTFUL (to yourself, others and property), Be Punctual, Be prepared, Be Actively Engaged (be productive) Communicate Appropriately (Be Polite)
* Stay on Task
* LEND a helping hand when needed.
* TAKE responsibility for your own actions.
* ARRIVE to class on time, ready to learn, with all supplies (pencil, paper, etc . . . )
* Show ALL your work
* Complete all class work and homework assignments. This is essential as it allows for practice and correcting mistakes. If absent, it is the students’ responsibility to obtain and complete all work assigned.
* Participate in class activities both independently and team work

 **Discipline**

Redirections may be given but if not followed consequence will be earned. Severe misbehaviors will go directly to higher consequences.

Consequences will be as followed:

Step 1 – Official Warning

Step 2 – Brief 1:1 conference

Step 3 – “Seat of Opportunity”

Step 4 – Lunch Detention

Step 5 – Parent Contact

Step 6 – Referral

**Not permitted in my classroom**

Cursing, Teasing, Bullying, Disrespect

Copying = Cheating = ZERO

No talking, whispering, walking, looking at notes or other people’s papers during tests. This will be strictly enforced if caught student will receive a zero and parents will be contacted immediately.

**Homework**

* Will be assigned at least 4 times a week.
* All assignments MUST be done in PENCIL
* HOMEWORK not done can be turned in the next day for a 75% after that student will receive a zero\*
* \*If the student is ill or there is a family emergency, please write me a note so I can make an exception

**After School help from 2:15 to 3:15**

Starting the second week of school, I will be available after school on Tuesday and Thursday for additional help. To attend after school Help Sessions, parents must provide transportation and complete the Help Session form. The form will be sent later in the week and posted on my website.

**Grading System:**

50% Test & Quizzes

25% Class-work and Class Participation

15% Homework

10% Bellwork

Please complete the form below to help me with my records.

Student section:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_

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

What after school activities are you involved in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your favorite candy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent section:

1st Parent or Guardian to Contact

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of contact (please circle): Email Phone

2nd Parent or Guardian to Contact

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best time to be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information I may need to help your child be successful? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_