

**TCMS 7th Grade Team Policies and Procedures
For Parents and Students
2010-2011**

Keeping Informed

Daily Agenda: All students are issued an Agenda/Planner at the beginning of the school year. Students are required to record their classwork and homework assignments in their Agenda Book daily.

Schedule a Conference: To schedule a parent-teacher conference with your child's academic team, please call or e-mail the 7th grade Administrator, Mrs. Kimmitz: Rebecca.kimmitz@tcmstornadoes.com. We try to meet as a team with parents regularly during our planning period, so schedule your appointment as you feel the need to meet with teachers. Please note that the 7th grade team will not schedule conferences for Fridays.

Other Communication: If you have a specific question or concern regarding a particular subject area which could be answered by a note or telephone discussion, feel free to email or call the teacher. Be sure that your specific question is addressed in the note and please include a daytime phone number where you can be reached. We will respond within 24 hours. If a phone call is received on Friday please expect a response on Monday. If you have not received a phone call or email within 24 hours please try again.

Parent Contact: Parents/guardians dial the following phone #: (813) 987-6555

Email:

Mrs. Fletcher- octavia.fletcher@tcmstornadoes.com

Ms. Turner – judy.turner@tcmstornadoes.com

Mr. Tooley – daniel.tooley@tcmstornadoes.com

Mr. Wengertsman– peter.wengertsman@tcmstornadoes.com

Mr. Salazar – marco.salazar@tcmstornadoes.com

Ms. Jarosh- kathleen.jarosh@tcmstornadoes.com

Mr. Fernandez- eric.fernandez@tcmstornadoes.com

Mr. Burroughs- rixie.burroughs@tcmstornadoes.com

Ms. Groothoff- becky.groothoff@tcmstornadoes.com

Mrs. Kimmitz- rebecca.kimmitz@tcmstornadoes.com

Discipline Plan

Team expectations:

1. Students must wear appropriate uniforms at all times: shirts must be tucked-in, belts must be worn if garments have belt loops and ID cards must be worn.
2. Bring appropriate class materials.
3. Be seated and working on bell work when the bell rings.
4. Respect yourself, others and the learning environment.
5. Use your agenda/planner every day.
6. Stay seated unless otherwise given permission.
7. Do your own work. Academic dishonesty will result in a grade of "0".
8. Use accountable talk... no putdowns, no profanity, etc.

Rewards:

1. Praise (Daily).
2. Positive notes and phone calls home (random).
3. Various incentives: Team celebrations, Homework Certificate, etc. (subject to specific teacher discretion).

Behavior Interventions: *(Students will be given ample opportunities to improve their behavior. Should they choose to deviate from the conduct outlined in the TCMS Student Handbook, the following consequences may result).*

- Student conference- If a student's misconduct warrants a one-to-one discussion with any teacher or a conference with his/her team of teachers, it will be documented as a step on the referral and parents will be notified.
- Detention- Detentions will be given as a result of a student's misconduct. Parents will receive written notification explaining the misconduct, the time, date and location of the detention.
- Parent phone call - Teachers will call parents after any misconduct event that would warrant a step on a referral.
- Administrative Consequences- If a student's unacceptable behavior results in a 5th step on a referral; s/he will be directed to administration for further disciplinary action. This may include, but is not limited to: In-school suspension, detention, work detention (usually involving after school cleanup) and out of school suspension.

Homework

Homework is important because it is a valuable tool in helping students make the most of their experience at school; homework helps reinforce what has been learned in class, prepares students for upcoming lessons, teaches responsibility and helps students develop positive study habits. Students are expected to do their best job on homework assignments. Homework should be neat, not sloppy and done independently at home. Any homework being done in another teacher's class without the teacher's permission will be confiscated. Homework is to be ready by the start of class the day it is due. Students will be made aware of homework assignments in these ways:

1. Verbally, by the classroom teacher.
2. Visually, by seeing it written on the teacher's board (students should write the assignments in their agenda books).

Teachers will check homework assignments and record them in their gradebooks. Teachers will support good homework habits by giving praise and other incentives. Parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority at home; provide necessary supplies and a quiet homework environment; set aside a time every day when homework should be done; provide praise and support; help your child get to the library when necessary; do not allow your child to avoid doing homework; and, contact teachers if you have a concern. All work is expected to be turned in on time. Late homework will not be accepted. This includes projects and other long term assignments unless extenuating circumstances are involved and/or it has been previously arranged with the teacher.

When **tardy to school**, it is the student's responsibility to check with their teachers by the end of the day to turn in and pick up homework. It is the student's responsibility to check with their teachers immediately when they return from an **absence**. Students will have the number of days absent to make up the missing work. If a student is absent more than 3 days, the student and teacher will make reasonable arrangements for makeup.

****Since all students are required to have a thumb drive; emailed assignments will not be accepted. Should a student need to bring in the thumb drive to print an assignment, he/she will need to bring it before school with a handwritten note from a parent explaining why it could not be printed at home. Students will not be permitted to print during class time.**

PAPER HEADING

First Name Last Name

Date

Grade Level/Subject

Teacher/Period

-Heading is written in the upper right-hand corner of the page.

-Write full first and last name.

-No abbreviations.

-Write out full name of month.

Handwriting: When using pen, students may use blue or black ink only. Pencil must be used for all math assignments.

Grading Scale:

90-100: A

89-80: B

79-70: C

69-60: D

<60: F

Field Trips and Special Projects: Field trips that enrich our curriculum are also being planned for this year. We will inform you well ahead of time where, when and the cost associated with these trips. Please let your child's homeroom teacher know if you are willing to shuttle and/or chaperone students during these trips. In addition, during the year, we will have special projects as a team or within individual classes that will require financial contributions, parent help and/or extra time. Your consideration of these trips and projects is greatly appreciated!

SUPPLIES

Students must have the following supplies within the first full week of school unless otherwise noted.

ALL CLASSES (These items can be placed in a pencil pouch and taken to all classes)

- Pencils
- Pens – Black, Blue
- Highlighters
- Glue Stick
- Scissors
- Colored Pencils
- USB Drive
- Handheld Pencil Sharpener

Homeroom supplies (These supplies are to be brought in to your homeroom teacher)

- Facial tissue (2 boxes)
- Antibacterial hand gel (1 bottle)
- Disinfecting wipes *or* a roll of paper towels

Algebra – Fletcher and Turner

- Two 3-subject notebooks (w/pockets if possible) **one for each semester**
- One plastic folder w/ pockets and prongs (red if possible)
- One pack of loose leaf paper (for the folder and refilling)
- One pack of index cards
- Ruler w/ metric and standard markings
- Scientific Calculator
- Graph paper (**2nd Semester only**)

Science –Fernandez and Jarosh

- Two Composition books (graph paper type) for labs, studies, reflections, and projects (One per semester)
- One green plastic folder w/pockets and prongs
- Two 3 subject notebooks (one per semester)
- One roll of paper towels
- Calculator (the Math calculator will suffice)
- Dry Erase markers

Language Arts – Tooley and Wengertsman

- One Plastic 2 pocket folder with prongs
- One 3-subject notebook
- One pack of multi-color highlighters

Geography- Burroughs, Salazar, and Groothoff

- Two large packs of loose leaf paper
- Four folders with pockets and prongs (1 Red, 1 Blue, 1 Green, and 1 Yellow (Specific colors needed).
- 2 sharpened pencils at all times.
- 1 box of colored pencils (to be donated to class for map and activities usage)
- 1 box of watercolor markers (to be donated to the class for map and activities usage)

Please remember to download the online form acknowledging that you have read the team handbook, syllabi for all four core content classes, and Science forms. This must be emailed to your child's homeroom teacher by September 1st. If you are unable to email it, you may print it out, sign it and have your child turn it in to the homeroom teacher by the 1st.

Thanks,

The 7th Grade Team