

August 2014

Dear Parents, Guardians and Family Members,

Welcome to the 2014- 2015 school year at John Muir Middle School. I am excited about having your child in my class this year and look forward to working with you and your child to help him or her have a successful year in Life Science.

Below I have outlined my classroom expectations that will be in effect for this school year. Please read and sign the form indicating you have read it. I will keep you informed of your child's progress in my classroom, so that s/he may obtain the best education possible. Please do not hesitate to call or email me if you have any questions or concerns now or throughout the year.

Sincerely,
Ms. Green

Classroom Management Policy:

The Falcon Code of Conduct and School Rules will be enforced in addition to my own classroom rules.

Falcon Code of Conduct

- Be Respectful
- Be Productive
- Be Safe
- Be Responsible
- Be Prepared

School Wide Rules

- Be in the room, in your seat, with materials by the second bell.
- No backpacks in classrooms.
- No gum, food or beverages in classrooms and hallways.
- Cell phones and other electronic devices have to be turned off & stored in student out of sight during school hours.
- Follow the dress code.

Revised Cell Phone & Tardy Policies

All students are expected to follow the revised cell phone policy and detention policy as outlined in the Parent/Student Handbook. Consequences as outlined in these pages will apply to violation of these policies

Ms. Green's Classroom Rules

1. Follow Instructions
2. Keep your Hands, Feet, & Objects to Yourself
3. Use Furniture & Class Materials Appropriately
4. No Harassing, Teasing, Bullying, or Putdowns
5. No Personal Grooming

Consequences

1. Warning, Seat Change
2. In-class Time Out, Call Home
3. Buddy Room, Reflection Sheet
4. Time-Out Room, Office

*Severe behavior: the student will be sent directly to administration.

Positives

- Verbal praise
- Preferred Activity Time
- Positive calls home
- O/S citizenship grade
- Individual/class-wide points

Hall Passes

The policy for leaving my class is as follows: Students must ask for permission before signing out to use the restroom. A five-minute, after-class detention will be assigned and expected to be served that same day at break or after school. No future request will be granted until the 5 minute class detention is served. No passes granted within 10 min of the bell. Trips to ones locker for forgotten materials will count as a tardy.

Materials

The following materials need to be brought to every class every day.

- Student Planner
- 1 College-Ruled Single Subject Notebook w/ 100 pages. Plastic cover preferred.
- 3-ring Binder with labeled dividers, lined paper, a ruler with cm units, and a pouch for pencils, blue & black pens, a red pen, and a highlighter.

Optional

- Pocket Folder for HW & Handouts (kept in or out of the 3-ring binder)
- Scissors
- Calculator
- Sharpener w/ lid to catch the shavings

Assignments: Classwork and Homework, Labs and Projects

Your assignments in science will vary from note-taking to reading text and answering questions about it, to memorizing vocabulary words or creating art, participating in in-class labs to completing large at-home projects. Most assignments will become a part of the Notebook. Assignments and lessons will focus on these 8 science practices: Asking Questions, Developing and Using Models, Planning & Carrying Out Investigations, Analyzing and Interpreting Data, Using Mathematics and Computational Thinking, Constructing Explanations, Arguing from Evidence, and Obtaining, Evaluating, and Communicating Information.

When you are absent, it is your responsibility to turn in assignments that were collected and complete any assignments that you missed.

Grades

Grades are calculated in the following way:

- 30% Classwork & Interactive Notebook (INB)
- 30% Labs and Projects
- 30% Tests and Quizzes
- 10% Homework

Students, you are welcome to talk to me about your grades at break, lunch and before or after school. Parents, please feel free to call or email me throughout the year if you have any questions about your child's grade. You can also sign up for online grade (ABI) access through the main office. For help with signing up for online grade access, please contact Doreen Bracamontes or Jorge Gonzales, the Vice Principals, at (510) 618-4400, ext. 3776 or 3777.

***** KEEP THIS PAGE FOR YOUR RECORDS *****

I am asking that family members help their student be successful by:

- Reading and discussing this letter.
- Monitoring your student's homework by checking their planner nightly, frequently going over their Interactive Science Notebook, and using the ABI online grading system to monitor your child's assignments & grade.
- Ensuring that your student comes to school on time and prepared for class.
- Informing me of any questions or concerns you may have about your student's science education.
- Visiting our classroom during the day or making an appointment to discuss your student's progress with me.

If you would like to donate supplies for use in the classroom, please send them to school with your child. If you have any questions about donating items, please contact me.

Keep the first page of this letter, along with the class syllabus, for your reference throughout the year.

Please return to Ms. Green/D-3/Life Science

I have read the Classroom Management Policy and discussed it with my student.

Student's Name

Parent/Guardian Name

Best way to be reached

Questions or Comments

- Ms. Green