

# Welcome to Team 7B at Crete Monee Middle School 2016~2017

*Welcome to 7<sup>th</sup> Grade! This is going to be an exciting year for all of us! In order to make this a successful year, we put together this packet so you are aware of all the expectations, procedures, and homework policies on Team 7B Scorpius.*

*Please feel free to contact us with any questions or concerns at any time throughout the year. Our phone numbers and email addresses are found below!*

*We are also available to meet before school from 7:30 to 8:00am. If you would like to schedule a conference with your student's team, please contact a member of the team to schedule an appointment.*

<b>Subject</b>	<b>Teacher(s)</b>	<b>Phone</b>	<b>Email</b>
Math	Mrs. Gipson	708-367-2425	<a href="mailto:gipsont@cm201u.org">gipsont@cm201u.org</a>
Reading	Ms. Bradley Ms. Bolster	708-367-2427 708-367-2400	<a href="mailto:bradleyk@cm201u.org">bradleyk@cm201u.org</a> <a href="mailto:bolsterk@cm201u.org">bolsterk@cm201u.org</a>
Science	Ms. Madej Ms. Bolster	708-367-2428 708-367-2400	<a href="mailto:madejk@cm201.org">madejk@cm201.org</a> <a href="mailto:bolsterk@cm201u.org">bolsterk@cm201u.org</a>
Social Studies (I&S)	Mr. Lukowski	708-367-2429	<a href="mailto:lukowskie@cm201u.org">lukowskie@cm201u.org</a>
Spanish	Ms. Richard	708-367-2400	<a href="mailto:richarde@cm201u.org">richarde@cm201u.org</a>
Advisory	Mrs. Tedeschi Ms. Heywood	708-367-2400 708-367-2434	<a href="mailto:tedeschir@cm201u.org">tedeschir@cm201u.org</a> <a href="mailto:heywoodj@cm201u.org">heywoodj@cm201u.org</a>
PE	Mrs. Richardson	708-367-2464	<a href="mailto:richardsonh@cm201u.org">richardsonh@cm201u.org</a>

## I. Team Policies and Expectations

Team will adhere to the Crete-Monee Middle School Student Handbook Guidelines and School Matrix which you will receive during your first week of school. The school handbook is also available online on the school's webpage <http://www.cm201u.org>. We have also included some other expectations and procedures as well as our school absent policy that will be followed with all your classroom teachers.

## II. CHAMPS

CHAMPS is a management structure/format that our school uses to help students fully understand what they are expected to do in various academic settings. Every teacher has certain expectations depending on the classroom activity planned for the day. Students are required to familiarize themselves with each CHAMPS plan.

## III. School Supplies

Materials on the school supply list have been carefully selected to ensure the success of your student. Please make every effort to promote the success of your child by making sure that they are fully supplied with all of the items on the list. Please be aware that school supplies often need to be replenished several times throughout the year. Extra copies of school supply lists can be picked up from the main office or the school's website. If you should have any difficulty purchasing the items on the list, please notify the team teachers.

## IV. Student Planner

In order to help students stay organized, the school has provided each student with a student planner free of charge. It is expected that students bring their planner to each class and document all homework, tests, and projects. Planners will be checked periodically in 1<sup>st</sup> period Advisory. If a planner is misplaced, a replacement may be purchased in the main office.

## V. Skyward Family Access

**Parents/Guardians are encouraged to check the district's Family Access website weekly.**

Family Access is part of our Skyward software that provides information regarding student's attendance, current grade in each of his or her classes, and any missing assignments. Grades are updated weekly. If you're having difficulty logging on or need new login information, contact the district's **Technology Help Desk at 708-367-2930 or the main office at 708-367-2400**. For added convenience, Skyward provides an application on the Apple App Store and Google Play store that allows you to easily access this information on your Android or iOS device.

## VI. Passes and Lockers

You are expected to come prepared to class on a daily basis. This includes having all the required materials for class, i.e. pencil/pen, notebook, proper folder, textbooks, homework, and any other materials that will be used that class period. In addition, use of washrooms and drinking fountains are to be done during passing periods or lunch/PE. Passes will only be issued for emergency purposes at teacher discretion.

## VII. Absent Work and Late Work

If you are absent, it is **YOUR** responsibility to ask your teachers on the day you return to school about the work you missed when you were absent. You will have the same number of days that you missed plus one day to complete your work as stated in the student handbook. Late work policies are determined by your individual teachers.

## VIII. Academic Detention

Throughout the school year, students who have missing assignments, numerous absences (excused or unexcused), or a D/F in any class may be required to serve an academic detention to be scheduled by a team teacher. **If a student misses a scheduled academic detention, they will receive a referral for missing a teacher detention.**

## IX. Student ID

You are required to have your school ID visible around your neck at all times. A lost or forgotten ID must be reported to your first hour Advisory teacher. If your ID is lost or destroyed, a new hard copy ID must be purchased in the main office for \$5. Students will be required to have an ID to enter the classroom, or s/he will be sent to the Main Office to retrieve one. This may result in a tardy to class.

## X. Team Activities/Field Trips/Citation Free/Referral Free Parties

Throughout the school year, students will have the opportunity to participate in fun team activities and field trips as a reward for making excellent choices. School handbook policies regarding participation in school activities will be followed.

## XI. Tardy

You are expected to arrive at each class on time ready to work. If you arrive after the bell without a pass, you will be marked tardy. Tardies will be tracked and record on a *per class basis*. Below is the detailed tardy policy for each quarter.

### Tardy Policy for Each Quarter

- 1<sup>st</sup> Tardy-** Student will receive a warning from the teacher
- 2<sup>nd</sup> Tardy-** Student will receive another warning from the teacher and a reminder of the consequences
- 3<sup>rd</sup> Tardy-** Phone call home, and student will be required to complete a behavioral remediation activity
- 4<sup>th</sup> Tardy-** Student will receive a teacher detention
- 5<sup>th</sup> Tardy and up-** Student will receive a referral to the Assistant Principal's Office

## XII. Citations

Students who do not follow the expectations of the classroom will earn a citation. Citations will be issued for behavioral infractions (please see chart below). Severe behavioral infractions will result in a teacher detention or referral without the issuance of a citation. Citations will be tracked and recorded as *a team*, meaning that citations are tallied up from all team 7B teachers. Consequences for citations are found below:

### Citation Policy for Each Quarter

- 1<sup>st</sup> Citation-** Student will receive a warning from the teacher
- 2<sup>nd</sup> Citation-** Phone call home
- 3<sup>rd</sup> Citation-** Student will receive team detention
- 4<sup>th</sup> Citation-** Student will meet individually with team teachers to discuss ongoing behavior concerns
- 5<sup>th</sup> Citation-** Parent Meeting with team
- 6<sup>th</sup> Citation-** Student will receive a referral to the Assistant Principal's Office

*Beyond 6 Citations, additional referrals and/or team detentions will follow.*



# Complete and return to your Advisory Teacher!

## Student

I, \_\_\_\_\_, have read and understand the team's  
*(Print student's name)*  
expectations and procedures.

\_\_\_\_\_  
*(Student's signature)*

## Parent/Guardian

Please sign below acknowledging that you have received and read the team 7B expectations:

\_\_\_\_\_  
*(Parent/Guardian's signature)*

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## Movie Rating Permission Form

Throughout the year team 7B may show PG movies/videos as a reward or an incentive. Please sign below if you choose to give your child permission to participate in these school sanctioned activities.

\_\_\_\_\_  
*(Parent/Guardian's signature)*

## Photography Release

Team 7B may take photos or create videos detailing our activities and projects. While we may have a photo release on file at the district office, please sign below indicating that your 7B student has permission to participate in special 7B incentives that will be photographed or filmed.

\_\_\_\_\_  
*(Parent/Guardian's signature)*

## Field Trips / Chaperones

Interested in helping out by volunteering to chaperone for a 7B field trip? Check the box below, and thanks in advance! We'll keep you in mind!

Yes, I'm interested in volunteering to chaperone for future field trips!