

Mrs. Ekstrom

Classroom Information 2014-2015

Academic Plan:

A) Materials and Supplies

- Students are expected to have materials (binders, folders, paper, writing tools, laptop and charger)
- Supplies kept in the classroom must be in a supply marked with student's name.
- A zipper binder with pencil pouch for organization has been quite helpful and can be used in other classes within SNMS. It is recommended but not required

B) Assignment Completion

- All completed assignments are to be placed in the correct crate—NO work is to be placed on the teacher's desk.
- Each student is responsible for picking up graded work from his/her personal file and placing them in the proper subject binder. This should be done daily
- All assignments are due by the start of the following day's class unless told differently.
- Work not turned in or unfinished work will be marked incomplete.
- Shorthand in Harmony
 - "I"— the assignment was turned in late or is not finished has not been evaluated. All "on time" assignments are graded first.
 - "Inc"— the student chose not to finish the work past the deadline
 - "L"— the assignment was turned in late
- Most daily practice assignments are worth 10-20 points. Points will vary depending on complexity of the lesson.

C) Grading Scale

- SNMS will use a school-wide scale as identified in the student handbook.
- Points earned divided by points possible will generate a percent. This identifies the letter grade for classroom work as well as the mid-term and report card grade.

D) Binder

- All graded work and handouts should be placed in the correct subject binder and kept at school. Graded work may be kept at home at the end of the grading period.
- Binders may go home for parent review but must be returned the following day for use.

E) Types of Grades

- All grades will be calculated by accumulating points for assignments, activities, quizzes, and tests. This calculates into a total percent to reflect the SNMS scale.

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“Simple Seven” Plan— Classroom Expectations:

A) I am pleased that your child and I will have the opportunity to learn together this school year. With your encouragement and support, he/she will participate in many experiences as middle school students.

Lifelong success depends in part on learning appropriate choices. I have developed a list of “Simple Seven” expectations to guide students in making good, responsible decisions in my classroom. All students deserve a positive classroom climate and I know that everyone working together will make a difference in this process.

The following list outlines the basic student/teacher responsibilities, ensuring a physically and emotionally safe environment that promotes comfortable learning.

“Simple Seven” Student Expectations: Students will...

1. *Complete all assignments by the due date.*
2. *Treat others the way you wish to be treated.*
3. *Follow all verbal and written directions the first time.*
4. *Speak at the appropriate time using the appropriate voice.*
5. *Exit our classroom only with permission from an adult in charge.*
6. *Sit in the assigned seat with your materials and supplies ready to begin on time.*
7. *Do his/her best job every day.*

Teacher Expectations: Mrs. Ekstrom will...

1. *Provide a safe and positive environment for learning.*
2. *Provide lessons that follow Indiana Academic Standards.*
3. *Encourage each student to perform to his/her best ability*
4. *Be a positive role model to students.*
5. *Assist students when difficulties arise—academic or social.*
6. *Be fair and consistent with rewards as well as consequences.*
7. *Follow and enforce all school rules/policies/procedures as outlined in the SNMS Handbook.*

B) Parent/Teacher Communications

- Contact me if you have any questions, concerns, or information that you feel would be helpful in regards to assisting your child in the classroom.
- If I cannot chat when you call, I will do my best to call you back as soon as I am available. Also feel free to leave me a voicemail.
- I can be contacted at **extension 220** or e-mailed at **ekstroml@newton.k12.in.us**

C) Positive Recognition/Consequences

- To encourage students to fulfill classroom responsibilities I will recognize appropriate behavior with praise (private or public depending upon the needs of the student), notes, drawings, assignment coupons, e-mails, phone calls, Respectful Rebel nominations, and other special incentives throughout the year.

D) Consequences

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If a student chooses to break/not follow a set responsibility, the following steps will be taken:

1st time: redirection and verbal reminder of expected behavior

2nd time: verbal warning and explanation of the consequence should the behavior continue. Time out if needed to gain self-control.

3rd time: Classroom referral is logged into Harmony for reference, but student remains in the classroom with the opportunity to change the behavior.

4th time: Student is sent to office with a documented referral in Harmony identifying the violation. Discipline to be determined by administrator.

Severe Clause: A student will automatically be sent to the office for any of the following infractions:

1. Physical aggression against self or others
2. Verbal aggression/ harassment/bullying
3. Threats: verbal, written, or physical
4. Damaging/Stealing property not belonging to student
5. Defiance/refusal to follow teacher or paraprofessional

Parent/Student Confirmation

Complete this confirmation slip below and return to Mrs. Ekstrom as soon as possible. **Keep this information for future reference.**

Thank you,

Mrs. Lisa Ekstrom

Return only the portion BELOW the dotted line

CONFIRMATION SLIP—ACADEMIC PLAN/CLASSROOM “SIMPLE SEVEN”

We have read and discussed the Academic Plan and Classroom “Simple Seven” Plan that will be in effect this school year. We are aware of the responsibilities for each plan. We will contact Mrs. Ekstrom with any questions we may have.

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____