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Dear Parent or Guardian,

I want to take this opportunity to introduce myself and express my excitement about working with your child this school year 2014-2015. I truly enjoy teaching Life Skills because I care deeply about each of my students and aspire for their success. I believe students can grow and develop an understanding of each new concept we will examine in class as well as develop the skills of good writing. Over the course of this year, students will work on building vocabulary, reading comprehension, analytical skills, working skills, and writing skills. Homework will be provided accordingly related to the review of vocabulary, reading comprehension, and effective writing.

I have attached our syllabus for the 1st marking period as well as classroom rules and procedures that your child will have to respect and follow for a successful academic year.

Additional information about the class will be provided during the school's open house. Also note that if you ever have any comments, questions or concerns, I am available for phone calls and meetings (by appointment please) each day before and after school. To schedule a meeting, you may contact me via email fpoulos@waterbury.k12.ct.us or call the office at 203-574-8100 and leave a message so I can call you back.

I am excited about working with your child. I welcome questions or comments, and am looking forward to a great year!

Sincerely,

Dr. Francesca Poulos

The students, faculty, staff and administration of Wilby High school will work cooperatively with families, members of the community and the Board of Education to create a safe, welcoming academic environment which embraces, challenges, and nurtures the diverse talents, interests and learning styles of all its students. All students will leave Wilby High School with self respect, respect for others, knowledge and 21st Century skills necessary to become independent, intellectually curious and self-fulfilled members of society.

Rules

All Wilby High School rules will apply in our classroom.

Students are also asked to

- Show respect and be nice to others
- Do your best (which requires being prepared and always trying as hard as you can)
- Use good manners
- Listen and follow directions
- Raise your hand and wait for permission to speak
- Practice active listening (eyes on the speaker, be quiet, keep hands, feet, and objects to yourself)
- Electronics have no place in the classroom.
- Wait for the teacher to dismiss you.

Procedures

Enter classroom quietly and go to your seat. If not, you will be kindly asked to go back to the door and enter appropriately.

At the beginning of class:

- Pick up your “Do Now” activity (if it is not posted on the Smart Board) and your folder as you enter the room.
 - Pick up a pencil from the holder labeled “New and Sharpened pencils.”
 - Be seated and quiet. Sit in your assigned seat daily.
 - Begin your “Do-Now” activity immediately. You will have 5 min to complete the “Do Now” work.
 - Hand in the “Do Now” activity and all completed homework (Completed work will be passed to the person next to you –sideways.
- ❖ An assigned student will place an “Absent” folder on the desk of the student who is absent. Handouts distributed during class and any other required work will be placed in the folder.

During class:

- If pencil tip is broken or used, place the used pencil in the holder labeled “used” and get a new one. You do not need permission.
- Save trash until after class.

Bathroom/water/nurse/locker policy:

- Please do not ask to leave class unless there is an emergency. Anyone who consistently asks to leave will need to schedule an individual conference with the teacher.
- Given permission to go to the bathroom, use the bathroom pass and sign out on the bathroom log.
- No one will be excused during the first or last 10 minutes of class or during certain activities unless he/she has a note from the office or a teacher.
- You will not be allowed to go to your locker once class has begun.
- Follow directions the first time they are given.

Attention:

When teacher says “May I have your attention please?” and rings a bell, STOP and PAY ATTENTION.

Instruction – Class Work:

- *Participate in instruction* – Be an active listener.
- Raise your hand to ask a question.
- When teacher instruction is completed, wait for teacher signal (bell rings, instructions are given) in order to put aside any books or papers you won’t need and get your classroom assignment.
- *Work on your classroom assignment quietly.* If you need help, place the red card on your desk. Otherwise leave the blue card on the desk.
- Teacher reminds of how much time is left for the assignment to be completed.
- Place the completed assignment on the side of your desk for teacher to pick it up.
- If you complete your assignment early, pick up a word search from the teacher’s desk or paper and colored pencils to draw. Respect others that are still working.
- Teacher reminds how much time of class is left.

- Assigned student distributes exit slip.

At the end of class:

- Complete the exit slip
- Pack up your belongings only after you have been asked to do so.
- Clean the area around your desk before you leave. Throw trash on your way out.
- The teacher dismisses after the bell rings. Students will remain seated at the end of the period until the teacher dismisses the class. Anyone who leaves without teacher's permission will have to schedule a meeting with the teacher.

Working in groups

The class will be occasionally divided into groups. Each time there is a need for a group, the size of the group (2-4 people) and the people in the group will depend on the nature of the activity. The length of the group activity will also depend on the nature of the activity.

Procedures of how each group will function will be stated each time groups are formed and based on the nature of the activity. In addition to that the following procedures are to be considered:

- You are responsible for your own work.
- You are to ask a "support classmate" for help if you have a question.
- You must help if you are asked for help.
- You may ask for help from the teacher after the entire group agrees on a question.

Policies

Homework

- I will check if all homework has been turned in right after roll.
- If your homework is not completed by the due date, it will be marked late.

Late Work

- Once I have reviewed the answers, late work will not be accepted.
- I will accept late large assignments (a writing assignment that requires some research) for one week after the due date. Students lose a minimum of 3 points for each day the assignment is late.
- Students will not be allowed to turn in bulk work at the end of the term. Be prompt at turning in work.

Tardies

Please be seated and ready to begin at the appropriate time. If you are late, the school tardy policy will apply.

In addition to that

- 1st tardy—warning
- 2nd tardy—call home
- Notify office and follow appropriate school policy.

Absences and missed work due to an absence

- With an excused absence, you may make up missed work for full credit. Missed exams must be made up within school's time frame.
- Make-up work will be addressed outside of class (preferably right before or right after school). Notify teacher that you would like to meet before or after school.

- Copies of all handouts used in class will be placed in “Absent” folders with in a paper holder on the teacher’s desk. If you are absent, check the folder that has your name for missed work.

Classroom Culture/ Social Expectations

- We will work hard to have a positive classroom culture, and to celebrate that culture in many ways (positive phone calls, increased privileges, etc.). In instances where that culture is disrupted, consequences will include loss of privilege, parent/guardian phone calls and administrative referrals.
- All students and adults in the classroom are 100% responsible for the consequences of their feelings, thoughts, actions, and words. We will consistently examine intolerant statements and won’t use insensitive or derogatory terms. These will be part of our social expectations in the classroom and will comprise 10% of the student grade.

Privileges

As an individual

- Individual students may earn up to 10 extra points per week towards their grade for following classroom rules and maintaining a positive classroom culture (2 points may be added to your daily grade).
- Positive phone calls or notes home.

As a Group

- Each time you demonstrate positive behavior as a group, a tile will be placed in a jar. Collecting 25 tiles will earn you free time up to 20 min. or more based on teacher discretion to complete missed work, homework, etc or to relax quietly.
- As a group you may also earn points towards your grade as mentioned above.

A yellow circle placed on board will indicate “WHISPER”

A red circle will indicate “ABSOLUTE SILENCE”

Consequences

- 1st time violation of a class rule — warning
- 2nd time violation of a class rule — loss of privilege, call home
- 3rd time violation of a class rule - meeting with parent/guardian.
- 4th time violation of a class rule - notify office and follow appropriate school policy.

Grades

- Students will be graded based on academic rubrics. Copies will be given to students.

10% of grade – positive behavior/ social expectations

5% “Do Now” and “Exit” slips (weekly)

35% class assignments

20% homework

30% classroom tests

- Progress reports will be sent out according to the school calendar.
- If deemed necessary, parent will be notified for failing grade and a meeting will be requested and scheduled.

Promises to students

1. If you ever feel I am doing a poor job of living up to these promises, please schedule an individual conference with me. I work very hard to make sure that I am true to my word.
2. I will always believe in your ability to succeed. This means my expectations are extremely high. I will demand your best at all times.
3. I will listen to you. I ask that you bring questions, concerns or comments to me in a calm, respectful manner at the appropriate time. Individual concerns should be addressed in individual conferences that can be arranged by seeing me before or after class.

4. I will respect you, and I will insist that others respect you in our class. Please let me know, in an individual conference, if you ever feel disrespected.
5. I will never assign work unless I can explain why it is important. I do not believe in busy work.
6. I will work hard and happily. I took this job because I love teaching and I love my students.
7. I will learn from you. You are smart people, and each of you brings experiences and perspectives to the class that will benefit the group. Please share your viewpoint every day!

Detachable portion: to be completed and returned to the teacher

Please read the attached basic information about our class and then sign below to indicate your understanding and support of the classroom system.

Student Signature - Please type your name:

Parent/Guardian Signature:

Best way to contact you

Phone No:

Email:

Comments

Questions, comments or concerns (including information you would like me to note such as an updated contact information for you, additional information about your child.):