



Team 6B

Taurus



Welcome to 6th Grade, and CMMS! While this is not our traditional "Welcome to Middle School," talk that we have at the start of the year, we are very excited to meet you and to get to know you, and your family this school year. This is going to be a unique and 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 policies on Team 6B. If you have any questions about the content of this packet, please do not hesitate to reach out to one of us. Our phone numbers and email addresses can be found in this information packet. If your parent/guardian would like to schedule a conference with one of us, or the team, please contact a member of the team to schedule an appointment/meeting time.

We are all focused on having a successful, meaningful and fulfilling school year. As a team we plan on building strong relationships with both our students, and their families.

Being that this is an unusual start to the school year, we would like to make sure that we are clear in our expectations from the start so that you will have a successful and meaningful experience. Please read and then reread the "*Crete Monee Middle School Online Learning and Google Meet Expectations*" located on the next page. It is very important that you are prepared and ready to go at the start of each day. Please contact your teacher if you have any concerns about the expectations being put forth.

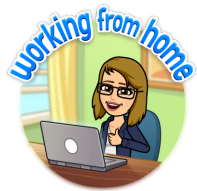

Attendance is mandatory and important to ensure success. Make sure to familiarize yourself with the district attendance policy. Teachers are taking attendance daily for each class, even while remote learning. Please be on time, prepared and ready to learn when your classes start.

Let's make it a great year!



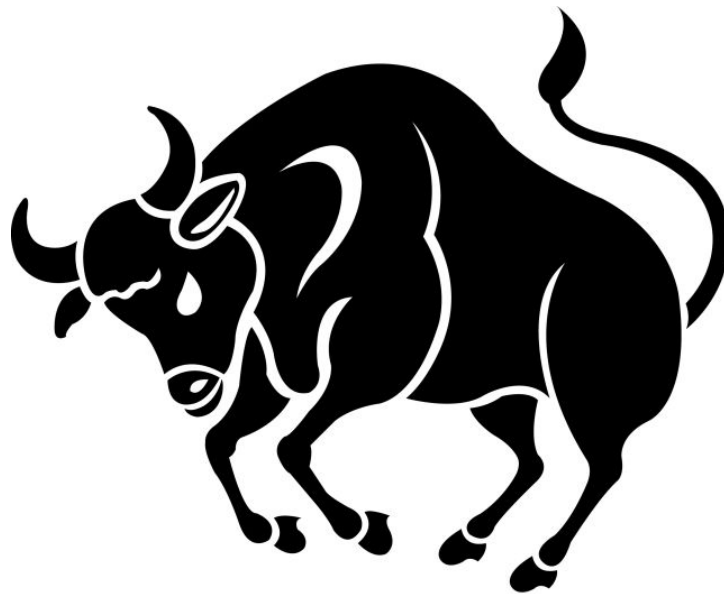


Crete-Monee Middle School
Online Learning & Google Meeting Expectations

BE ON TIME	SET YOURSELF UP FOR LEARNING	BE PREPARED
<p>Set your alarm so you are on time</p> <p>Login to your class a minute or two early</p> 	<p>Pick a quiet spot to set up your computer</p> <p>Give yourself room for note taking</p> <p>Check your surroundings</p> 	<p>Chromebook is charged</p> <p>Be camera ready</p> <p>Use headphones for best experience</p> 
PRESENTATION	SOUND	PARTICIPATION
<p>Be mindful of our school dress code expectations</p> <p>Sit up so we can see you</p> <p>Be sure to be seated within your camera's view</p> 	<p>Mute yourself when your teacher or fellow student is presenting</p> 	<p>Be focused</p> <p>Be attentive</p> <p>Be an active participant</p> 
CHAT RESPONSIBLY	COMMUNICATION	BE RESPECTFUL
<p>Raise your hand to speak</p> <p>Use the chat box for questions or responses to questions that are posed</p> 	<p>Speak clearly</p> <p>Look directly at camera when speaking</p> <p>Stay on topic</p> 	<p>Be considerate of everyone's time</p> <p>Be kind to one another</p> 

Team 6B

Subject	Teacher(s)	Email/Phone Number
Math	Tiffanie Shouse	shouset@cm201u.org 708-367-2476
Language and Literature	Joanne Shead	sheadj@cm201u.org 708-367-2426
Science	Jennifer Orr	orrj@cm201u.org 708-367-2477
Individuals and Societies	Cory Vallow	vallowc@cm201u.org 708-367-2474
Language Acquisition	Caryann Gallegos	708-367-2473 wood-gallegosc@cm201u.org
Reading	Megan Powell	powelm@cm201u.org 708-367-2722
Special Education Teachers	Valerie Heywood-Math Sara Gavin- I&S Jason Fischer- Science	heywoodv@cm201u.org gavins@cm201u.org fischerj@cm201u.org
6th Grade Assistant Principal	Raymond Lawrence	lawrencer@cm201u.org 708-367-2420



TAURUS

*****Policy/procedure pertains to in-person instruction**

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 such as: group work, independent work, partner work, and assessments. 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 Advisory. If a planner is misplaced, a replacement may be purchased in the main office.

V. Skyward Family Access

Parents/Guardians are strongly encouraged to check the district's Family Access website weekly. Family Access is part of our Skyward software that provides information regarding a 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 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 in 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. Any student in the hallway after the bell has rung, will require a pass, or will be marked tardy.

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. It is also good practice to check your Family access account and Google Classroom to obtain necessary information.

VIII. Student Chromebooks

Students need to report any damage or problems with their issued Chromebook immediately to your teacher. Consequences can be issued for damaging the Chromebooks which includes restitution to fix the damages to the Chromebook.

IX. *Student ID**

It is a building/district expectation that all students wear their school issued, hard copy ID, on/around their neck throughout the day, during after school/extra-curricular activities, on our school busses and on any school sponsored field trips or activities. 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 he/she 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 may 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. As a team we try to recognize students with honorable behavior with incentives throughout the year.

XI. Tardy

You are expected to arrive at each class on time ready to work, both remotely and in person. If you arrive after the bell without a pass, you will be marked tardy. Tardies will be tracked and recorded on a *per class basis*. Students will call home on the 4th tardy, and receive a team consequence on the 5th. From the 6th tardy and beyond, the student will receive referrals until the end of the trimester. The tardy policy will start fresh and the beginning of each trimester.

XII. Homework Policy for Each Trimester

- Homework is assigned for each class at teacher discretion.

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 6B expectations:

(Parent/Guardian's signature)

Movie Rating Permission Form

Throughout the year team 6B may show videos as a reward or an incentive. Please sign below if you give your child permission to watch "G" or "PG" rated movies.

(Parent/Guardian's signature)

Photography Release

Team 6B 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 6B student has permission to participate in special 6B incentives that will be photographed or filmed.

(Parent/Guardian's signature)

Field Trips / Chaperones

Interested in helping out by volunteering to chaperone for a 6B 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!
*VOLUNTEER POLICY - In order to be a parent volunteer on a field trip, parents must submit to a criminal background check. This requirement is found in Board Policy 8:31AP. Please contact our main office to obtain the procedures for being background checked.

Name _____ Number _____