



Team 7C Hercules

Welcome to Team 7C Hercules! We are excited to start a new year and partner with you in your child's education. If you need to contact us at any time, please refer to the list below. Please consider email for an immediate response. We are also available to meet before school from 7:30 to 8:00 am or during our team meetings from 9:00 – 10:30. If you would like to schedule a conference with your student's team, please contact a member of the team to schedule an appointment.

CONTACT LIST

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Ms. Wichert	I & S	wichertj@cm201u.org	708-367-2741
Ms. Garza	Read 180	garzac@cm201u.org	708-367-2466
Mrs. Johnson	Art	johnsonl@cm201u.org	708-367-2713
Ms. Bailey	Connections	baileyt@cm201u.org	708-367-2450
Ms. Akstins	D. Tech	akstins@cm201u.org	708-367-2411
Mr. Mulligan	Music	mulligand@cm201u.org	708-367-2470
Mr. Trulley Ms. Marquardt	Health/ PE	trulleyt@cm201u.org marquardtk@cm201u.org	708-367-2464
Ms. Bolster	SPED	bolsterk@cm201u.org	708-367-2732
Mrs. Eaker	SPED	eakert@cm201u.org	708-367-2438

Team Color - Yellow

TEAM 7C HERCULES POLICIES, PROCEDURES AND EXPECTATIONS

- > Students must come prepared to work and learn.
- > **Responsible, Respectful, and Safe** behavior is expected at all times.
- > Work must be neat and completed in a timely fashion.

I. CLASS WORK AND HOMEWORK POLICY

Class work and homework are not optional and are used to enhance and reinforce what is being taught. Please also see the MS homework policy. Students are expected to record daily assignments in the planner.

All classroom work is to be completed at the designated time and turned in to be eligible for full credit.

In addition to homework, any class work that is not completed in class will be sent home as homework.

All work (*class work and homework*) must be neat and complete to be eligible for full credit.

Excessive missing work will constitute a parent- teacher/team conference.

Parental notes requesting excusals from homework **will not be accepted**.

All emergency situations must be documented and an excusal from the teacher must be granted for any late assignment acceptance.

Please refer to handbook for absent work policy.

All students that are absent on any given day must:

1. Check calendar/ checklist and/or absent bin for missed assignments.
2. Submit work within the allotted time with the word "absent" marked on it.

What to do when we are done...

1. Read a book
2. Work on other classwork
3. Complete an Achieve article
4. Complete a brain teaser
5. Write in your journal

Grading and 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 or the main office** at . 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. Parents should anticipate a phone call if a student's grade falls below a D or F OR if there is a sharp decline in grades.

II. BEHAVIOR EXPECTATIONS

All students must adhere to CMMS current policies.

- **Responsibility & Respect** - Students must follow directions the first time given by the teacher.
- **Respect** - Students must also refrain from using unkind words and actions toward others. This includes gossip and hearsay (verbal and or written).
- **Safety** - Personal property and space must be respected at all times. Students must keep their hands, feet, and objects to themselves.

Consequences will be issued to students who are not meeting the expectations. The following consequences will be issued in the event expectations are not followed:

1. Student warning
2. Student warning and reminder of consequence for third infraction.
3. Parent phone call home
4. Team consequence (lunch detention, writing assignment, etc.)
5. Referral to Assistant Principal's Office

SEVERE DISRUPTIONS - Fighting, throwing things, use of foul language, and disrespect to a teacher or other authority figures will cause the student to be sent to the Assistant Principal's office with an automatic referral.

III. CLASSROOM EXPECTATIONS

ENTERING THE CLASSROOM

Students are expected to follow the following procedures:

1. Enter in an orderly fashion with necessary books, and writing utensils and proceed to designated seat
2. Sharpen pencils/ get necessary materials
3. Check the agenda/board
4. Begin bell work /warm-up
5. Sit quietly and work independently until further instructions are given

TARDIES

All students are expected to report to class within the allotted passing period time of three minutes.

Consequences for Tardies

1st - Verbal Warning

2nd - Verbal Warning

3rd - Parent Contact

4th - Team consequence (teacher detention, writing assignment, etc.)

5th - Team consequence (teacher detention, writing assignment, etc.)

6th -Referrals will be written and consequences will be issued as determined by the Assistant Principal.

Every additional tardy- Referral

DIRECT / LARGE GROUP INSTRUCTION

All students are expected to be respectfully attentive, follow directions, and remain in assigned seats.

SMALL GROUP INSTRUCTION

All students are expected to participate according to the assigned roles while using appropriate and respectful language/volume and staying on task.

INDEPENDENT WORK

All students are expected to sit in assigned seats while silently and efficiently completing teacher assigned work.

IDs

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 child loses their ID, they can obtain a temporary ID from their advisory teacher or purchase a new one for \$5 in the main office.

Student Planner and Passes

Your child has been issued a student planner. Per our school-wide expectations, students are expected to keep track of their school work in their student planners. This tool is intended to help your child be prepared and successful. Students should carry their planners with them to all classes throughout the school day. 7C teachers will be monitoring students' use of their planners during their advisory period. Students must have their student planner with them in order to use a pass to leave the room to go to their locker or to use the restroom.

MATERIALS

Students are required to bring the following materials to every class:

1. Planner
2. Writing utensil
3. Paper/Notebook
4. Chromebook-
 - a. Students are responsible for bringing their Chromebooks to school daily. Chromebooks should be fully charged at home and carried to school in the protective case provided.
 - b. Chargers should be kept at home.

Individual team teachers will communicate required materials that are expected to be brought to class daily.

EXITING THE CLASSROOM

Students are expected to follow the following procedures:

1. Record daily assignments in the student planner.
2. Straighten your desk and check your row or group.
3. Clean/pick up the area around your desk.
4. Return borrowed materials and textbooks to their proper place.

5. Sit quietly in your assigned seat and wait to be dismissed by the teacher.

IV. FIELD TRIPS / TEAM INCENTIVES

These are privileges. Unacceptable student behaviors and poor choices can result in loss of these privileges. Payment for field trips is **NON REFUNDABLE** regardless of the reason the student may not attend. Alternate activities will take place in the event that a student does not participate in the planned event. Hard copy student ID is **REQUIRED** to attend field trips. All chaperones are required to have a background check.

V. LOCKERS

Lockers must be locked at all times. Students are responsible for knowing their locker combination. Lockers are not to be shared or switched. If students continuously ask for their combination or are caught sharing a locker, consequences will be assigned.

**TEAM 7C
HERCULES**

Please sign and return to communicate that you have received a copy of Team 7C's expectations of procedures and the CMMS homework policy. If you have any questions or concerns, feel free to contact any of the teachers on the contact list.

Student Signature: _____

Parent Signature: _____

Parent Phone Number: _____

Do you wish to chaperone any of your child's field trips this year? Please indicate below, so we can start the background check process.

_____ YES, I would like to chaperone a field trip this year.

Movie Rating Permission Form

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

_____ I give permission for my child to see PG-13 rated movies as incentives or rewards.

Parent Signature: _____

Student Signature: _____

Student Name (print): _____

Date: _____

**Crete-Monee Middle School
Parent-Student-Staff Compact**

As a Parent/Guardian, I agree to carry out these responsibilities:

- Make sure that my child attends school every day, on time and with homework completed.
- See that my child's Chromebook is fully charged each night.
- Call the school when my child is absent.
- Support the school's discipline policy.
- See that my child is dressed for school in accordance with the school's dress code.
- Provide a quiet time and location each day for my child to do homework and ensure my child reads daily for at least 45 minutes.
- Read school notices and check student work daily.
- Participate in a minimum of 3 activities per school year. Including but not limited to: *Field Trips, Parent Teacher Organization (PTO), Curriculum Showcase Events, Extra-Curricular Events*
- Attend Parent Teacher Conferences.
- Know how my child is doing in school by communicating with teachers and checking grades online.
- Praise my child and ask him/her about school daily.
- Interact respectfully with the school, staff, students and families.
- Return progress reports and any other school to parent communication in a timely manner.

Parent/Guardian Signature: _____

Date: _____

As a Student, I realize my education is important. I agree to carry out these responsibilities:

- Come to school daily, on time, ready to learn and with all necessary supplies each day.
- My Chromebook is fully charged at home each night and brought to school ready to use.
- Complete **quality** class work and homework daily.
- Participate in all classroom activities.
- Dress in accordance with the school dress code.
- Listen to daily announcements and share school communication with my parents/guardians.
- Adhere to the school discipline policy.
- Read daily for at least 45 minutes.
- Regularly check my grades online and talk to my parents/guardians and teachers about my progress in school.
- Respect myself and take pride in my school.
- Respect and cooperate with students, staff, and parents/guardians and ask for help when I need it.

Student Signature: _____

Date: _____

As a School Staff, we agree to carry out these responsibilities:

- Provide a safe, caring and positive learning environment for all students.
- Provide high-quality curriculum and instruction.
- Provide clear expectations and procedures.
- Meet the individual academic needs of all of our students.
- Promote student decision making, self-confidence and responsibility.
- Seek cooperation from parents/guardians to work as partners for student success.
- Update online gradebook weekly and communicate regularly with parents/guardians regarding student progress and achievement.
- Assign consistent and meaningful assignments.
- Provide parents/guardians with opportunities to volunteer and participate in their child's education.
- Interact respectfully with students, families and staff.

Advisory Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____