

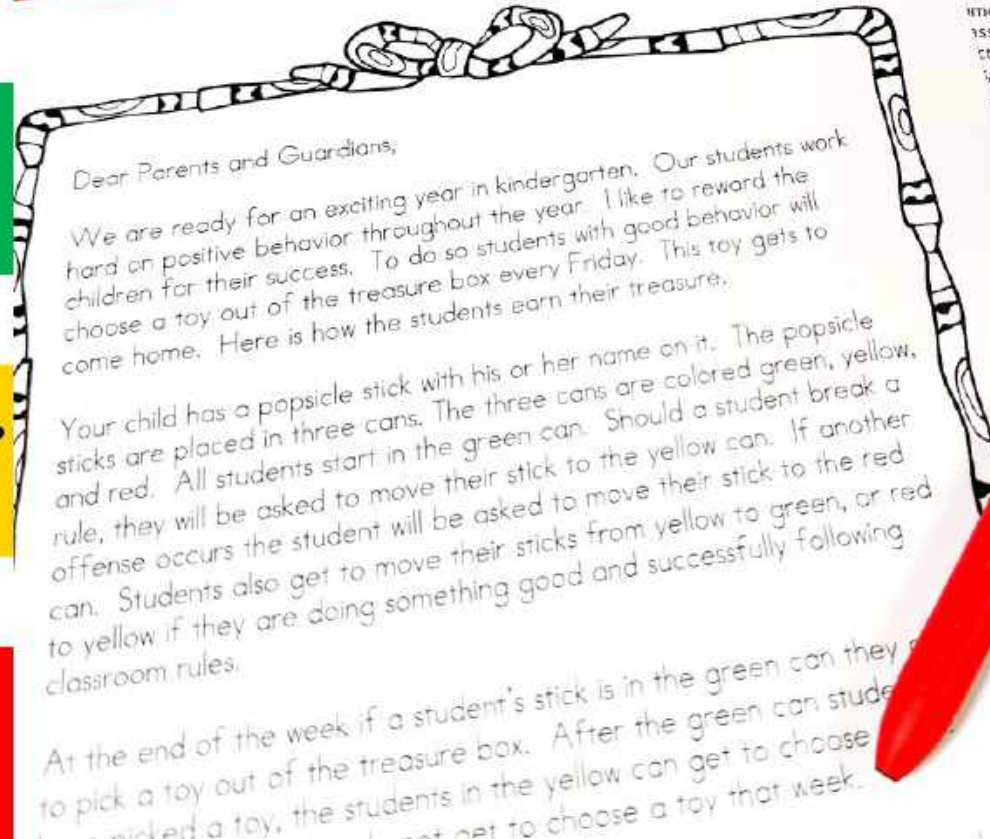
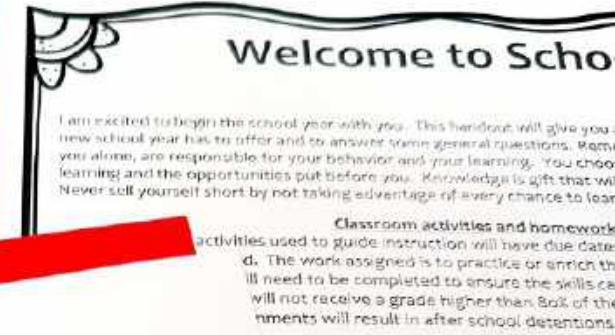
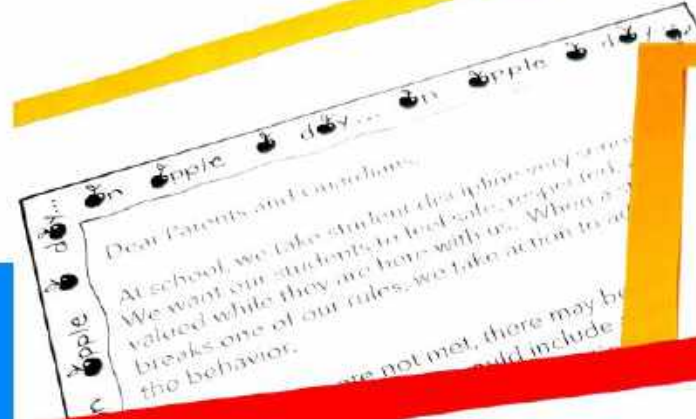
DISCIPLINE LETTERS

➤ 6 FORMATS

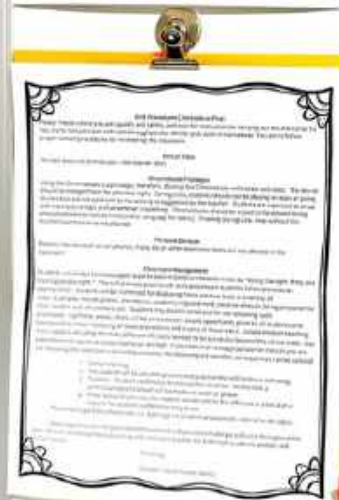
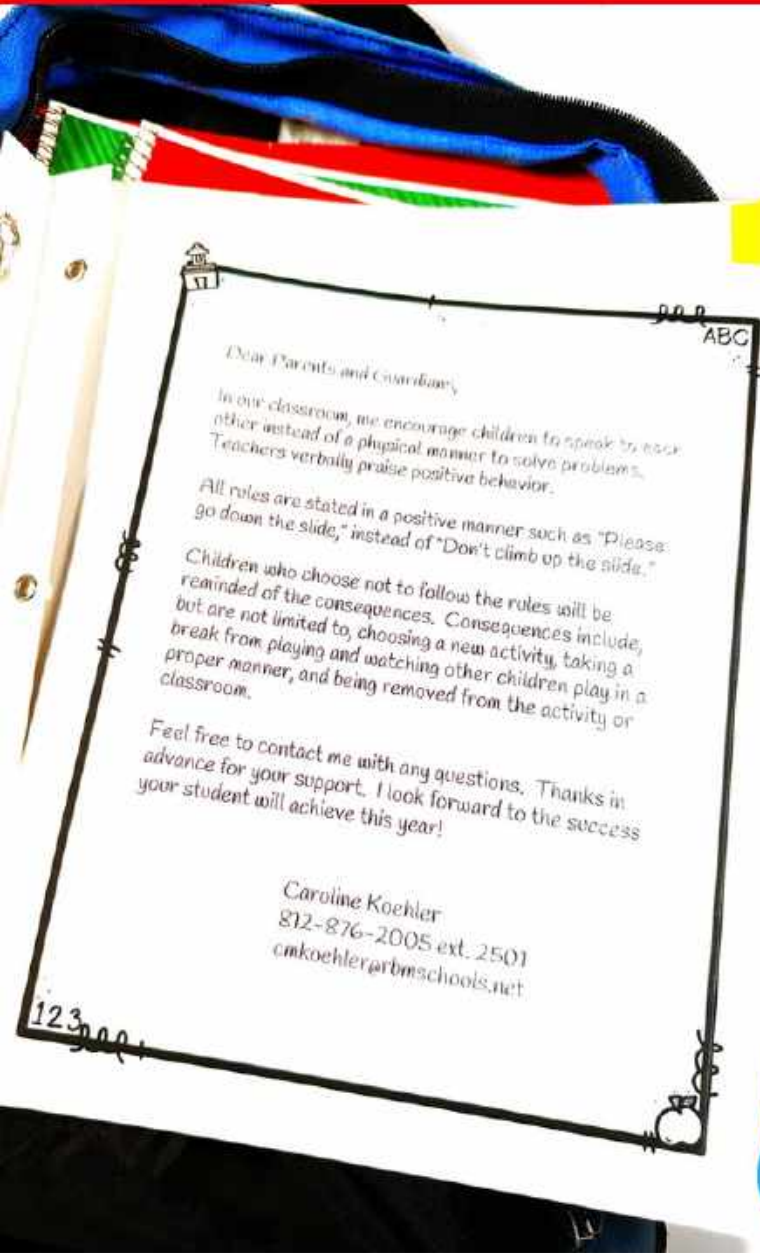
➤ EDITABLE

➤ ELEM + SECONDARY

➤ PARENT SUPPORT

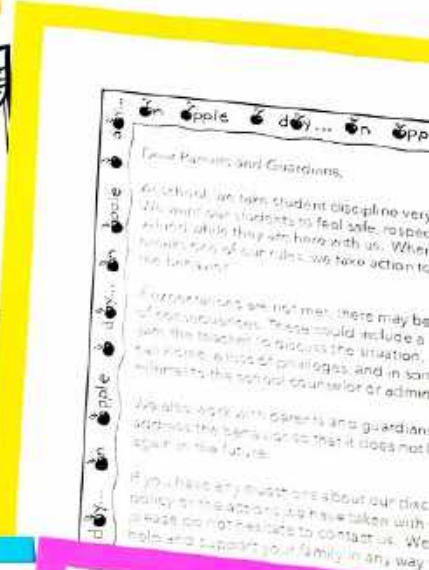
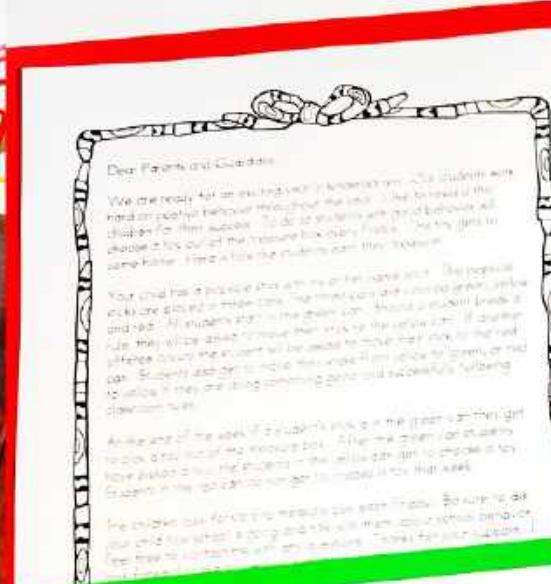


DISCIPLINE LETTERS TO PARENTS



Caroline Koehler

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DISCIPLINE LETTERS TO PARENTS

Welcome to School!

I am excited to begin the school year with you. This handout will give you a general overview of what the new school year has to offer and to answer some general questions. Remember above all that YOU, and you alone, are responsible for your behavior and your learning. You choose daily whether to "own" your learning and the opportunities put before you. Knowledge is a gift that will give back to you for a lifetime. Never sell yourself short by not taking advantage of every chance to learn something new!

Classroom activities and homework

Assignments and activities used to guide instruction will have due dates. Homework completion is required and is expected. The work assigned is to practice or enrich the learning process. An assignment not done on time will still need to be completed to ensure the skills can be measured. Late work (with the exception of absences) will not receive a grade higher than 80% of the total possible points. Excessive failure to complete assignments will result in after school detentions.

Grades

Grades will be given for homework, assigned projects, participation, and a variety of assessments. Summative assessments will be the primary measure of learning. A summative assessment is an end-of-unit test, project, or combination of assessments. Other formal assessments including homework, smaller projects, reflections and class participation, will help to guide lesson planning and re-teaching. These formal assessments will become a small portion of the overall grade.

Extra Credit

An opportunity for extra credit is not normally provided. Students may be offered the option to take certain assessments or redo assignments after they have reviewed the material to gain points.

Class Materials

Students should bring their required text, charged Chromebook, pencils, paper, and earbuds (headphones) with them every day. DO NOT BRING backpacks into the classroom (per school guidelines); cinch sacks are allowed, but they are not to enter the classroom as a substitute for a backpack.

Tardy

Please bring necessary class materials when the bell rings. The tardy policy and subsequent disciplinary action laid out in the student handbook will be followed. Passing period is not for social time. It is a time to move from class to class and get ready for your next learning opportunity.

Absences

You should try your best to be at school every day; however, there will be times when you must miss. You are responsible for keeping coming to the teacher to see what you've missed and completing the necessary activities. You will be given one day per day you were absent to complete assignments. As always, checking with other students is a great idea! You may get any notes or assignments you missed from a peer.

Drill Procedures (Tornado or Fire)

Please freeze where you are, quietly and calmly, and wait for instruction on carrying out the drill correctly. You are to remain silent and calm throughout the ENTIRE drill, even in the hallway. You are to follow proper school procedures for re-entering the classroom.

End of Class

The bell does not dismiss you—the teacher does.

Chromebook Privileges

Using the Chromebook is a privilege; therefore, abusing the Chromebook will not be tolerated. The device should be charged from the previous night. During class, students should not be playing on apps or going to sites that are not pertinent to the activity or suggested by the teacher. Students are expected to sit up and make eye contact with whomever is speaking. Chromebooks should be closed or facedown during announcements or lecture time (unless using app for notes). Emailing during class time without the teacher's permission is not allowed.

Personal Devices

Personal devices such as cell phones, iPads, DS, or other electronic items are not allowed in the classroom.

Classroom Management

Students will always be encouraged to participate in positive character traits by "Doing the right thing and treating people right." This will promote positive life skills and ensure students follow procedures appropriately. Students will be reinforced for displaying these positive traits in a variety of ways. Examples include grades, attendance, academic improvement, positive attitude, being prepared for class, random acts of kindness, etc. Students may also be penalized for not following such procedures. Each nine weeks, there will be an incentive reward opportunity given to all students who have excelled in their following of these procedures and display of these traits. School involves teaching many subjects including the many different life skills needed to be successful beyond the school walls. Our expectations for positive student behavior are high. If your behavior is inappropriate for class or you are not following the classroom rules and procedures the following are possible consequences that can be utilized:

1. Verbal Warning
2. The student will be asked to process and practice the skill he/she is not using.
3. Teacher – Student conference to discuss the situation. At this time a parent/custodian contact will be made via email or phone.
4. If the behavior persists, the student will be sent to the office on a referral or a request for a parent conference may occur.

*Severe disregard for school rules (i.e. fighting) will result in an automatic referral to the office.

Many opportunities for positive reinforcement and personal challenge will exist throughout the year. Be sure and know how you can qualify and earn rewards for both high academic and life skill performances.

Sincerely,

(INSERT YOUR NAME HERE)

PLEASE RETURN THIS COMPLETED PAGE TO SCHOOL

Your first "assignment" is an easy one. Share this material with your adult(s) at home and have at least one of them sign below, verifying you have done so. Next, just tear on the dotted line and return it to me ASAP. This is your first opportunity to earn a grade. Returning this signed will be entered as a 15 point score.

By signing below, I am verifying that _____ (student's name) has given me the Welcome

to School handout and we have reviewed it together.

Signed _____ Date _____

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