

Parents,

This is the beginning of an exciting and unique new year for your child. We are looking forward to a successful year in the seventh grade. The most important motivation needed for success is a student's desire to learn and succeed. When educators and families work as a team, we can ensure that our children are presented with every opportunity to do so.

To help students become more organized, independent, and effective learners, each student received an assignment notebook at registration. We are requiring that each student bring the assignment notebook to class every day. It is also helpful for your child to bring it home daily. This way, you will be aware of assignments that your child may still need to complete. We cannot stress enough the importance of students completing assignments. We encourage you to keep up with your child's grades by checking the Lumen portal at www.gcmask12.org or our [team website](#). If you do not have a password for Lumen, please click on Lumen help to email Mr. Worthington at the middle school. We also encourage checking assignments on our [team website](#). This will be a hub for everything that students and parents will need to access during the school year.

Attached, you will find a copy of our expectations and guidelines for the seventh grade. We are asking that you review our plan, complete the information below, and return it electronically to your child's enrichment teacher by Friday, August 28th. If you have any questions, please call the school at 217-784-8731. We are available between 2:40 and 3:18 and before school. Thank you for your cooperation.

Sincerely,

Mrs. Freehill	Ms. Gibson	Mr. Hoogstraat	Mrs. Thames	
Ms. Fairfield	Mrs. McClure	Mrs. Ricks	Ms. Shreffler	Mrs. Warren

Student name _____

Parent name _____

Parent cell phone # _____

Parent home phone # _____

Parent e-mail address _____

I have read the Expectations and Guidelines Plan for the seventh grade team.

Parent Signature

Student Signature

SEVENTH GRADE TEAM EXPECTATIONS AND GUIDELINES

Sanitation Expectations

1. Masks are required at all times. They must be large enough to cover the mouth and nose.
2. Sanitize hands before entering the classroom.
3. Sanitize your desk/table and chair when entering the classroom.
4. Follow any sanitizing directions provided.
5. Keep your mask, hands, and materials to yourself.

Remote Learning Expectations (Wednesday)

1. On Tuesdays, teachers will give students their expectations for remote learning on Wednesday.
2. On Wednesday, teachers will be available via Google Classroom, Gmail, and Google Meet/Hangout for assignment help and continued learning.
3. Students will be expected to log in to Google Classroom and check for assignment postings from their teachers.
4. Students should return to school Thursday with the teachers remote learning expectations met.

Social/Emotional Focus

1. We will be utilizing the Ruler Method from the book, Permission to Feel, to discuss all students' feelings on a daily basis during our return to learning.
2. We want all students to know it is perfectly fine to feel however they feel at any given time during this transitional period.
3. Students will take a brief survey at the beginning of the day to reflect on how they are feeling as they come to school. This will help staff members better serve the students on an emotional level.
4. We ask that parents continue the conversation at home about their emotional well-being and communicate with staff if there is something we can do to help this child be more successful.

Assignment Policy

Assignments will be given, completed, and graded. It is approximately a third of the total grade. If the student is absent, it is his or her responsibility to contact each teacher for make-up work and to make sure that all work is turned in as per school handbook policy. Please visit our [team website](#) for a list of assignments.

Students who repeatedly have difficulty following the assignment policy on a regular basis will be subject to teacher/administration/parent guidelines. Assignments turned in late will result in a lower grade.

On days where we are in remote learning, the expectation is that all work should still be completed. Please contact our team if the work cannot be completed due to technological difficulties.

Classroom Policy

In order to experience success in seventh grade this year, your cooperation is essential. In addition, the following items should be noted.

- 7th grade students must be responsible for proper use of their time and necessary materials including Chromebooks.

- Students will be allowed to leave one class once per day to use the restroom or go to their locker in addition to their normal passing time and lunch hour.
- Students should be in their seats, **prepared with necessary materials** including Chromebooks, and quiet before the bell rings for each class. If not, they are considered **tardy**.
- The bell at the end of the period does not dismiss students. The teacher will dismiss students.
- Phones must be turned off and either in their locker or backpack.
- No gum at school; the result is a detention.

RULES

1. Follow all directions the first time.
2. Be respectful of other people and their property.

CONSEQUENCES

1st Offense: Verbal warning

2nd Offense: Conversation with teacher about behavior

3rd Offense: Conversation with the 7th grade team teachers to come up with a plan to solve the problem behavior. Email to the parents stating their child was in a team meeting.

4th Offense: Noon detention. Parents will receive a form to sign and return.

5th Offense: After school detention. Parents will receive a form to sign and return.

***In the incidence of repeated disruptions, which could include multiple days or multiple class offenses, steps may be skipped or eliminated. A severe disruption will result in being sent directly to the office.**

***The consequences are not cumulative day to day. Each day is a fresh start for success!**