Dear Parent or Guardian,

I want to take this opportunity to introduce myself and express my excitement about working with your child the 2016-2017 school year. I love teaching because I care deeply about each of my students. I believe students can grow and develop by examining the issues we cover in class. The main goal of my courses are to increase students’ knowledge of basic academic content. Over the course of this year, we will explore new science concepts, a variety of novels and dig deep into different world cultures during our social studies classes. During the 2016- 2017 school year, we will be learning science and social studies on an A Day/ B Day schedule.

Additional information about the classes are provided in the syllabus attached to this page. Please read that syllabus and sign the detachable potion on the bottom of this note in order to indicate your understanding and support of the classroom system. There is also space provided for you to express any questions, concerns or comments. Students should return that portion to me.

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 [christiec.johnson@cms.k12.nc.us](mailto:christiec.johnson@cms.k12.nc.us) or 704-942-5916.

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

Sincerely,

Christie Johnson

Exceptional Children’s Teacher

Detachable portion: to be completed and returned to the teacher

Please read the attached syllabus and then sign below to indicate your understanding and support of the classroom system.

Student Signature:

Parent/Guardian Signature:

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

**Syllabus**

Name:   
Binder Section: Daily Work  
Date:

**Science/ Social Studies with Mrs. Johnson**

Achieving our classroom goal (outlined below) will require the cooperation of parents/ guardians, students and teachers.

**Classroom Goal**

I believe all students have the ability to shape their own lives and society in positive ways. My goal this year is to have all students recognize their power and use that power to improve themselves and their communities. We will use history & science to inform students’ vision and to increase their ability to make that vision a reality. In order to achieve this goal, we will need supplies, organization and procedures. These are outlined below.

**Necessary Supplies**

If there is any difficulty obtaining these supplies, students may see me outside of class time to obtain used supplies in good condition. They are free of charge while supplies last.

* 2- three ring binder (2 inch)
* 2 Packs- Eight dividers (Students may make the dividers out of tape and paper.)
* loose leaf paper
* pencil or pen (blue or black ink only)

**Class Organization**

Notebook: (2 inch binder or larger) Most of your materials will be kept in your binder. You must bring this binder to class every day. Label its dividers according to the model below.

Science / Social Studies

1. Current Events/Vocab
2. Notes
3. Maps
4. Timelines
5. Class Questions/ Reading Assignments
6. Religion/Philosophy
7. Papers/Projects
8. Daily work

**Rules**

All Northeast Middle School rules will apply in our classroom. Students are also asked to

* Show respect (to other people, the environment and yourself)
* Do your best (which requires believing in yourself, being prepared and always trying as hard as you can)

**Procedures**

At the beginning of class:

1. Pick up your “Do Now” activity as you enter the room.
2. Be seated and quiet.
3. Place completed homework on your desk.
4. Begin your “Do-Now” activity.

During class:

1. Sharpen your pencil when necessary. Please ask for permission.
2. Save trash until after class.
3. Bathroom/water/nurse/locker policy:
   1. 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.
   2. No one will be excused during the first or last 10 minutes of class or during certain activities.
4. You will not be allowed to go to your locker once class has begun.

At the end of class:

1. Pack up your belongings only after you have been asked to do so.
2. Clean the area around your desk before you leave.

**Policies**

**Homework**

* I will check all homework right after roll. All work must be on your desk by that time.
* I will come by your desk once. If your homework is not on your desk at that time, 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 (100 point projects, research papers, etc.) for one week after the due date. Students lose a minimum of 5 points for each day the assignment is late.
* Students will not be allowed to turn in bulk work at the end of the term.

**Absences**

* With an excused absence, you may make up missed work for full credit. Missed exams must be made up within one week.
* Make-up work will be addressed outside of class (preferably right before or right after school).

**Classroom Culture**

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 teacher detentions, parent/guardian contacts and administrative referrals.

**Grades**

* 5-10 point assignments: Daily work
* 100 Point Assignments: Tests, Papers, Projects
* Notebooks will be checked regularly and will count as part of students’ test grades.
* Progress reports will be sent out according to the school calendar.

**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, I love science/ history 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!