

Welcome to the 7TH GRADE GOLD TEAM at Charleston Middle School for the 2022-2023 school year! We are looking forward to a great year with your students! Below is some general information about our team and teachers. Please read through the information carefully and sign. **Please return the last page signed to your first period teacher by Wednesday, August 31st.** You may keep the rest of this letter as your reference for the year ahead. This letter will also be on the 7 Gold Team Website, www.cms7g.weebly.com.

Communication

Let's begin by introducing ourselves along with our classroom phone numbers!

Mr. Kanouse	Math	639-6036	kanoused@charleston.k12.il.us
Mrs. Lutz	Science	639-6022	lutze@charleston.k12.il.us
Mrs. Bickford	Reading/Language Arts	639-6032	bickfordm@charleston.k12.il.us
Mr. Pitcher	Social Studies	639-6039	pitcherm@charleston.k12.il.us
Ms. Rook	LBS1/Special Education	639-6040	rookd@charleston.k12.il.us
Ms. Claerhout	LBS1/Special Education	639-6058	ClaerhoutK@charleston.k12.il.us
Ms. Farkas	Paraprofessional	639-6040	Farkasg@charleston.k12.il.us
Mrs. Yost	EPIC Team/P.E. Health	639-6000	yostj@charleston.k12.il.us
Ms. Thompson	EPIC Team/Art	639-6043	thompsond@charleston.k12.il.us

If you ever have questions or concerns, please contact us using the avenues listed. We suggest contacting your student's EPIC teacher for general items. For further information please access the Gold Team website at <https://cms7g.weebly.com/>.

Our Core Gold Team teachers meet daily from 1:52-2:37 should you need to set up a conference or call us during that time. Ms. Rook, Ms. Claerhout, Mrs. Yost and Ms. Thompson have different schedules, so please contact them to set up a time. Call CMS at 639-6000 or email one of us to schedule a time.

Homework/Grades

Gold Team teachers will closely monitor homework completion of our students. See the **7th Grade Homework Policy** for more information. We will also require students to fill out their planners with weekly classroom assignments. We encourage parents to check their student's planners nightly and/or check the team website to verify daily assignments. For various reasons students sometimes fail to complete homework. Students who are absent have one day for every day they are excused for an absence to make up their assignments. If a student is absent before an upcoming quiz, test, project, etc. that the student has known about, the task will be completed the day the student returns to school. Please help us ensure that assignments are getting done! Grades in Skyward will show a zero until make-up work has been turned in and graded.

Behavior Plan

A school-wide behavior plan is in place at CMS with a focus on the Leader in Me Program. For our 7th graders, we have a grade-specific behavior plan that all 7th grade will follow. Obviously, some behavior may bypass the 7th-grade behavior plan and be addressed directly with discipline referrals to the Dean of Students. In 7th grade, we will focus on meaningful and effective behaviors. 7th graders will be given a punch card that will be used to track student successes and setbacks towards specific behavior goals. See the **7th Grade Behavior Plan** for more information.

7TH GRADE HOMEWORK POLICY

Students can expect work most days. **Much of this can be completed during the school day.** We encourage students to complete the most difficult tasks at school and/or the assignments that require textbooks (to help lighten the load).

The purpose of homework is threefold:

1. To help the student attain information needed before a unit of study, such as new terms.
2. To have independent practice of a concept learned that day.
3. To review learned information to prepare for tests and quizzes.

The completion of work is a requirement for all students.

1. Take the time to follow the directions.
2. Have the work completely and neatly done to the best of their ability. All homework must be completed in pencil. When a pen is allowed, black or blue ink is required.
3. Homework must be labelled and done neatly to the student's best ability to receive full credit.
4. Turn in the work when it is due. **Deadlines will be enforced.** **Negative punches may be issued for repeated issues with work completion.** Work can be turned in after due dates for partial credit.
5. Papers handed in with no names will not be scored.
6. Work left at home is the same as work not done and will be considered late.

Absences

1. If your student is absent, make-up work may be picked up after 3:30 p.m. if requested by 12 P.M. that day. Otherwise, work will be ready the next school day.
2. **It is THE STUDENT'S responsibility to ask for make-up work and to schedule make-up quizzes and tests. Students need to email teachers or see their teacher about work. Most times, students can just check the assignment sheet for what they missed.**
3. For every day a student is absent the student has a day to make up the assignment except for long-term projects, quizzes or tests that a student has known about.

Helpful Work Hints for Students:

1. Check your assignments listed in your planner, Empower, and class materials as soon as you get home!
2. If something is missing, you will have time to solve the problem. The main office is open until 4:00.
3. Check the Team link: www.cms7g.weebly.com/assignments for daily updates on assignments.

Missing Work or Handout Options

1. Return to school to get it.
2. Arrive at school early enough to get it.
3. The school opens at 8:00 A.M.
4. Check Empower or email.

Questions about the assignment

1. Try calling up to 3 teammates to see if they can help you.
*Place all work, books and materials in your backpack the night before and set it by the door.
2. **Teachers are available daily during WIN Days from 2:40-3:20.**

7th Grade Behavior Plan

For the 2022-2023 School Year, all 7th students will be following expectations connected to the Leader in Me program and our CMS handbook. Expectations will be two-fold. One, what staff expect from students and two, what students expect from themselves. The expectations will be based on the habits within the Leader in Me program.

Each quarter, student planners will hold punch cards and student portfolio binders will contain behavior goal progress. Punch cards will track positive and negative behaviors tracked from staff. The students will select behavior targets and track behaviors in their student portfolios.

Students will get positive punches on the cards if they showcase 7th grade expectations by any CMS staff member. Students will constantly be recognized for meeting and achieving expectations.

Students who do not showcase 7th grade Leader in Me expectations will receive verbal warnings to redirect behaviors. **If the behavior issue is not corrected, a negative punch may be issued by any staff member at CMS.** After multiple punches, you may be called to meet with your teachers and a phone call made home. If issues continue, a discipline referral will be written up to the Dean of Students to further handle the issue. Students who meet quarterly behavior goals will attend quarterly celebrations and receive other special recognitions.

7th Grade Leader in Me Expectations

Be Proactive- You're in Charge	<ol style="list-style-type: none">1. I follow directions and take initiative.2. I take responsibility for my actions and attitudes.3. I don't blame others when I make mistakes.
Begin With the End in Mind- Have a Plan	<ol style="list-style-type: none">1. I prepare for class ahead of time.2. I plan ahead and always have a hall pass.3. I set goals for myself.4. I do meaningful work.
Put First Things First-Work First, Then Play	<ol style="list-style-type: none">1. I stay on task and complete work on time.2. I show up to school and dedicate time to my Big Rocks each day.3. I show self-control.
Think Win-Win-Everyone Can Win	<ol style="list-style-type: none">1. I am respectful to everyone and everything.2. I consider the feelings and needs of others.3. I look for solutions to problems.
Seek First to Understand, Then to Be Understood- Listen Before You Talk	<ol style="list-style-type: none">1. I listen first before speaking.2. I use my eyes, ears and proper voice when listening.3. I ask questions to understand.4. I don't make assumptions about others.
Synergize-Together is Better	<ol style="list-style-type: none">1. I get along with everyone and compliment others.2. I value differences in others and learn from them.3. I participate in discussions.
Sharpen the Saw-Balance Feels Best	<ol style="list-style-type: none">1. I learn new things and reflect on ways to grow.2. I take care of my body.3. I balance my time between work and play like putting my phone away during school.
Find Your Voice- Inspire Others	<ol style="list-style-type: none">1. I look for ways to help others.2. I find my strengths, pursue my passions, and try to make the school better.



Please fill out the information below and return this portion of the letter with your student to their **1st period teacher by Wednesday, August 31st** .

Thank you from the Gold Team Teachers!

_____ I read the Gold Team parent letter and policies and have no questions at this time.

_____ I read the Gold Team parent letter and policies and I do have the following questions at this time.

Questions:

We often utilize email for day-to-day items and reserve phone calls for more important conversations. What is the best route for communication with you? (**Circle all that work**)

*This is also a great time to ensure your contact information is correct and up to date on Skyward as we use the information listed to contact you.

Email (Listed on Skyward)

Phone call (Primary number on Skyward)

Parent Signature _____ Date _____

Student's name (please print) _____

Use the bottom and back of this paper to tell us in 1,000,000 words or less all the amazing things about your child.