j0217698Mrs. Gerber and Mrs. Otiniano 6th Grade Study Skills Class

Class Policies, Procedures & Student Contract 2015-2016

Contact Information:

Email: [kgerber@cboek12.org](mailto:kgerber@cboek12.org) Jotiniano@cboek12.org

Extra Help: Before or after school based on individual need

Class Website: <http://kgerber.weebly.com/> <http://msspero.weebly.com/>

**Supplies Needed for English:**

|  |  |
| --- | --- |
| * 1.5” – 2” three-ring binder * Folder * pen (blue or black) | * Materials needed to work on assignments and activities for core classes |

**\*\* All of these supplies must be brought to class at all times, in addition to any added resources, such as novels. If you fail to bring any materials, it will result in an unprepared for class, therefore affecting your class participation grade.**

MCj03981430000[1]**Beginning of the Class Period:**

1. Quietly enter the classroom on time.
2. Take your attendance.
3. Sit in your assigned seat.
4. Look at the schedule and begin working if there is not a benchmark

**Expectations of the Student:**

1. Study skills is a time to receive mini lessons from Mrs. Otiniano and Mrs. Gerber, utilize extra time on classroom assignments and assessments, as well as review both with the teachers and independently for upcoming tests and quizzes.
2. Come prepared with something to write with, and anything you know you will need to use class time to work on

\*if your classroom teacher requires you to keep your materials in their classroom, you may go get them in the beginning of class.

1. Each student can only leave the room a maximum of once a period to get materials, it is not fair to disturb other students in class to get materials.
2. Work the entire period, if a student packs up early, they will have to make up that time at 3:00 with us.
3. In study skills, students often work with a partner or study in small groups of **4 students or less**. Loud or unproductive groups will be separated. Please choose your partners wisely because your behavior will affect your grade.
4. Study skills is a class where students are doing different things at the same time. You are expected to do your work and be respectful of others doing the same.
5. Prioritize! You are responsible for making your own decisions as to what work takes priority and needs to be completed first. Our goal is for you to be able to make those decisions yourself by the end of the year, we are here to help you with that skill. We are here to help you make decisions and organize your work, however it is ultimately up to you to use your time and get it done.
6. If a student has “nothing to finish for other classes”, there will be skill review activities to complete over an extended period of time. All students will be expected to complete a certain amount of these activities per list.

**Expectations of the Teacher:**

1. The teacher will not assign homework specifically for study skills. Teachers will create study guides or reviews for core subject assessments to assist the students with studying before the test. You may be expected to finish that at home from time to time.
2. Teachers will monitor student behavior and productivity daily.
3. Teachers will post the upcoming dates for assessments and projects in the classroom.
4. Mrs. Otiniano and Mrs. Gerber are available during “independent worktime” as well as after class to do an assignment and materials check for any student that needs it before going home.

**The Average Day:**

\*Days prior to a major assessment may be different due to large group review benchmarks or games.

* Enter the classroom quietly and on time and check in on the smartboard.
* Sit in assigned seat and complete the “Do Now” on the white board.
* Follow the schedule on the white board ex:
  + Daily fix it (Do Now)
  + Math mini lesson 3.1 (optional)
  + English activities
  + Study science vocab
  + 2:45 Science Benchmark (Mandatory)
  + Study skills activity list (time permitting)
* Some students will not need to attend a benchmark or mini lesson, however if the teacher invites them, they are required to attend the review.
* Not all students will want to study the same way, that is ok. If they chose not to use the study time to make flash cards or their own study guide, they can move down the list. Teacher made study guides are mandatory. This goes back to the expectations of prioritizing.

**Grading Policy:**

This class is a Pass/Fail course. You will be assessed on your daily work and following the expectations set for the students.

**General Behavior:**

Our class will follow the school rules (no gum, food/drink, hats, etc.) Within our classroom, your behavior and actions will set the tone for the year.

**Cell Phone & iPod Policy:**

All cell phones should be kept in your locker and **should never be seen or heard in class.** If this rule is not followed, your cell phone will be taken away for the class period and your parent/guardian will be contacted. Cell phones, iPods, and iPads may occasionally be used for learning purposes, and therefore, can only be used when I have given you permission to do so.

**Substitutes:**

In the even that we are absent, the substitute must be respected and all classroom procedures and rules must be followed. Additionally, all work assigned and posted on the website will be due in the following class. MCj03979950000[1]

**End of Period:**

At the sound of the bell, you are to remain seated and continue working until I say that class is dismissed. **Remember you DO NOT dismiss class!**

**Discipline Plan for Mrs. Gerber and Mrs. Otiniano’s**

MC900440428[1]

**6th Grade Study Skills Class**

MC900437990[1]

Flexible

Accepting

Independent

Respectful

Responsible

**Classroom Rules:** Be respectful and “FAIRR” to your peers, teachers, learning, and the environment.

We expect that all students maintain a positive and FAIRR attitude in English class. All in all, a respectful and “FAIRR” student is critical to our learning environment. As a result, the only “rules” are to be respectful and “FAIRR.” Some examples are below:

1. Come to class on time and prepared with your materials.
2. Raise your hand when you want to participate.
3. Pay attention and follow the directions when they are provided.
4. Encourage other students to participate in the class.
5. Make others feel comfortable in our classroom community.
6. Ask questions to clarify information.
7. Take responsibility for your learning.

**If you choose to break the rules:**

1st time: Verbal Warning

2nd time: Verbal Warning and parental contact

3rd time: After School Behavioral Reflection and parental contact

\*\*\*\*These are given on a daily basis. At the end of each day, the warnings are taken away and the following day begins a fresh start.

I am looking forward to a very successful year, and I am thrilled to be your teacher this year!

**\*PLEASE KEEP THIS DISCIPLINE PLAN IN YOUR BINDER AT ALL TIMES\*\***

STUDENTS: I have read the discipline plan and understand it. I will honor the rules in Mrs. Gerber and Mrs. Otiniano’s class and am aware of the consequences if I choose to break the rules. I understand that these rules are in effect so that I may have the most effective learning experience this year.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENTS: My child has discussed the discipline plan with me. I understand it and will support it.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHERS: We will be fair and consistent in administering the discipline plan.

Signature: Mrs. Gerber Date:9/3/15

Signature: Mrs. Otiniano Date:9/3/15