August 26, 2013

Dear Parent,

Your child has received several important items including classroom rules/grading system and a supply list. Please look these over and let me know if you have any questions or concerns.  Also, be sure to sign the “classroom policies” sheet. Keeping up with your child’s progress on a daily or weekly basis is important – because once report cards are issued it is too late for the student to bring up his/her grade.

Students will receive progress reports every three weeks. You can also keep up with your child’s progress through Tx Gradebook. If you do not yet have a password, you can obtain one in the front office. Please feel free to contact me at any time concerning your child. You can reach me via e-mail at janet.rauch@netxv.net or you can call me at 325-378-5821.

You can find information outlining test/project due dates on the “calendar page” of my website at [www.sterlingcityisd.net](http://www.sterlingcityisd.net/). I am looking forward to working with your child and making his/her year an enjoyable and memorable experience!

Thank you in advance for your support,

Janet Rauch

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**CLASSROOM RULES/EXPECTATIONS**

Rules:
Be Polite

Be Prompt

Be Prepared

Be Respectful to Others

**Classroom Expectations/Grading System:**

* Be on time. Class begins with the ringing of the tardy bell. Warm-up activities will be on the board; you should begin these as soon as the tardy bell rings.
* Be prepared for class. You will need to bring your supplies to class EVERY day. Having all materials in class each day is part of your daily grade. Sharing books will not be allowed.
* Respect your fellow classmates. Do not talk when someone has the floor. Feel free to courteously share your ideas with the class. We all learn from each other.
* Make sure your papers have a full heading (first and last name, class period, date, and assignment). Failure to do so will result in a 5 point deduction from each assignment.
* Be responsible. Homework is due at the beginning of class. You have one to make-up late work. You can’t make higher than a 70. If you fail to turn the assignment in after the 2nd day, you will receive a zero.
* Make-up work is the student's responsibility. You are responsible to catch up on missed notes, homework, and other assignments. Students MUST contact the teacher in order to become updated as to what you missed during your absence. You will be responsible for scheduled test if you return to school on a test day. If you miss a test, you can make it up after school.
* You should keep all graded work for each six-week period. If a question arises concerning a grade, it is up to you to prove you did the assignment.
* Grades are done on a 50/40/10 basis. Tests and major projects are worth 50% of your final grade. All other work is considered daily work and is worth 40% of your final grade.  Class participation and responsibility of bringing materials to class is worth 10% of your final grade.
* Clean up your work area before you leave. Do not leave anything in the room.
* All SCISD rules apply in this classroom.
* Attendance, respect, and a good attitude will go a long way!

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**SUPPLY LIST**

* Ink pens (black or blue ink)
* Pencils
* Markers
* Map pencils
* Crayons
* Highlighters
* Folder with pockets
* Sticky notes
* 3 composition notebooks
* Folder with pockets
* Notebook paper/spiral

PLEASE READ AND SIGN...

I have read and understand Mrs. Rauch’s classroom policies and procedures.

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Student Signature                          Date

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Parent Signature                            Date