September 2016

Dear Parent/Guardian,

I hope this letter finds you in good health and good spirits. My name is Mr. Singleton and I am your child’s 7th grade Individuals and Societies (Social Studies) teacher for the 2016-2017 school year. The purpose of the information contained in this letter is to help students and parents gain an understanding of my classroom rules and operations.

Course Description:

The 7th grade Individuals and Societies course is World History. The textbook that we will use for the course is *History of Our World* (class set only, students will not have a textbook available at home). Students will receive a packet for each chapter of focus that they will use at home. In the beginning of the school year, we analyze how early hunting and gathering societies developed into civilizations. After identifying the characteristics of river valley civilizations, we will look at the geography, history, and culture of civilizations in the Eastern Hemisphere (Mesopotamia, Egypt and Nubia, India, and China). Lastly, we will analyze ancient Greece and Rome.

Classroom Rules:

1. Be ready to begin class when the (tardy) bell rings.
2. Raise your hand before speaking.
3. During class, do not groom yourself, apply make-up, comb hair, etc.
4. No sleeping in class or resting your head on the desk.
5. Students are not permitted to get out of their seats without permission, unless they are using the pencil sharpener or getting needed classroom materials from the supply table.
6. Only three people are permitted to stand at the pencil sharpener or supply table.
7. Food and drink are not permitted in the classroom; this includes gum and candy.
8. Students are not permitted to wear coats or hats in the classroom.
9. Students are to remain seated at the end of class until the class is dismissed.

Grades:

Grades are comprised of Assessments (25%), homework (10%), class work (25%), writing (20%) and participation (20%). Participation includes asking questions, keeping an organized agenda book and notebook. Bringing your agenda book and textbook to class is also part of your participation grade. The standard grading scale will be used, 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, below 0-59%=E.
Assessment:

Students will be assessed through both formative and summative assessments. The formative assessments will include class work, homework, and exams. The summative assessments occur at the end of each unit, providing students the opportunity to answer the unit questions.

IB MYP:

Following the IB MYP format, students will experience learning through the curriculum that incorporates Global Context (Identities and Relationships, Orientation in Space and Time, Personal and Cultural Expression, Scientific and Technical Innovation, Globalization and Sustainability, and Fairness and Development). Students will be assessed based on the IB MYP Individuals and Societies assessment criteria which are:
Criterion A – Knowing and Understanding
Criterion B – Investigating
Criterion C – Communicating
Criterion D – Thinking Critically

Student Expectations:

Students are expected to come to class promptly. They are to be prepared every class session with their writing utensil, chapter packets, and their agenda book (students will not be permitted to leave the classroom without a signed agenda book). I will check agenda books once a month (students are required to write down the daily objective, homework assignments, dates for exams, and projects). Students will also be required to participate in discussions, work and talk in groups, and complete all class work. Students are strongly encouraged to keep an organized notebook (this will be used to study for exams and to complete the summative assessments).

Disciplinary:

To be both fair and consistent in administration of discipline, violation of classroom rules will be dealt with in the following manner:
1st infraction: student will receive a warning.
2nd infraction: student will receive another warning.
3rd infraction: student will receive their final warning.
4th infraction: student will receive a phone call to the parent.
5th infraction: student will receive an office referral.
More serious violations of the school rules such as fighting, verbal assault, cutting class, and the like will result in an immediate office referral.
Make-up Work:

It is the student’s responsibility to communicate with the teacher for their missing assignments. Students are expected to make-up missing work promptly. If you are absent, you must have all work completed in one week. Students will not be permitted to raise grades at the end of the report with projects or any other type of creative assignment. If a student cuts class, make up work will not be provided.

Homework:

Homework is very important because it is a valuable aid in helping students with their experience in class. It’s useful in reinforcing what students have learned in my session, preparing students for upcoming lessons, in teaching responsibility and in helping students develop positive work habits. To be acceptable, homework must be completed at the beginning of the next class period. All homework assignments must have your name, the date, section, and name of assignment (proper Obama heading). Since the students will have Individuals and Societies class two to three times a week, homework will be assigned two to three times a week. Students will receive 50% credit for late homework.

Personal Business:

The beginning of class is a very important time. Please refrain from approaching me with personal business at the beginning of class. After I explain the daily objectives and the directions for the assignment, we will discuss any personal business.

Contact Information:

The best way for parents to communicate with me is via e-mail (SSingleton1@pghboe.net). You may also call the school and leave a message in my voice mail at (412) 529-6566 and I will call you back as soon as possible. Feel free to write down your e-mail address at the bottom of this page.

I have read and understand the requirements for this class.

Teacher's signature ________________________

Director's signature ________________________

Guardian’s signature ________________________

Student’s name (printed) and signature ________________________

Date ________________________