September 2016

Dear Parents/Guardians:

Welcome to the new school year at Pittsburgh Barack Obama Academy of International Studies. My name is Ms. Jennifer Wagner and I will be your child’s Life Skills Support Teacher. I would like to share some important information that will help ensure a successful year for your child.

Your child will be receiving a functional curriculum daily for 6 periods a day. The skills taught throughout the school year are functional skills that will help promote a successful transition to adulthood and independency.

CLASSROOM RULES:
1. Be on time.
2. Follow Ms. Wagner’s 5 P’s of learning: positivity, patience, productivity, preparedness, and politeness.
3. Stay in seat/work space.
4. Raise your hand to speak. Respect others when they are sharing.
5. Be respectful of peers/adults.
6. Keep hands and feet to self.
7. Use appropriate language at ALL times.
8. Come to class ready to learn.
10. HAVE FUN!

CLASSROOM REQUIREMENTS:
1. Agenda Books. (Students must have their agenda books at all times. It is their hall pass and daily organizer)
2. Take home folder. (Students will be given a folder for home/school communication that must be taken home daily and returned daily)
3. Pencils. (Students are not permitted to complete work in pen. If a pen is necessary I will provide them with a pen. We all make mistakes and this is a learning environment so students need to be able to erase!)

HOMEWORK:

Students will be given spelling homework daily. Homework for all other classes will vary. All homework will be in the students take home folder and needs to be return the next day. 5 points will be taken each day a homework assignment is not turned in. After 3 days the homework will not be accepted.
DAILY ASSIGNMENTS:

All students will be given multiple opportunities to complete daily assignments. Students will be given time once a week to make up any missed assignments due to absence, or inability to get work done on time. After that, the assignments will then be given for homework and students will have 3 days to return the assignment to school. If a student refuses to complete an assignment they will receive a 0.

DISCIPLINE POLICY:

We use a daily behavior/assignment sheet. At the end of each day I will complete the sheet and write any behavioral issues/homework/good deeds/important information that pertains to your child. You will need to sign the sheet daily and have your child return the sheet in their take home folder the next day. Should any issue occur where there is a violation of classroom or school rules the following will take place:

1. **Verbal warning.** (After 3 verbal warnings a note is written on behavior sheet).
2. **Loss of classroom reward.** (This can be given if incident continues)
3. **Lunch detention.** (Student will have to eat lunch in classroom or other designated area)
4. **Phone Call Home.** (A phone call will be made home to discuss how we can work together to make your child successful)
5. **Conference with parent.** (If behavior continues a conference will be requested with parent and student)
6. **Referral.** (A referral will be written and sent to the main office if all other options have not resulted in a change in behavior or if the incident is severe).

GRADING:

Students will be graded on their daily assignments. Students will have multiple opportunities to redo an assignment to receive maximum points. All homework is graded. Students will also receive participation points daily.

The Pittsburgh Public Schools Grading Scale is the following: 90-100% A, 80-89% B, 70-79% C, 60-69% D, and 0-59% E.

ASSESSMENTS:

Assessments vary depending on the class. However, students will be given formative and summative assessments throughout the courses. The formative assessments given are homework, classwork, quizzes, and participation. The summative
assessments will occur at the end of a chapter or section, as well as weekly spelling test. All spelling test will take place on Friday of each week.

Our school motto is “Nothing in life is so complicated that it cannot be achieved through discipline and hard work.” The IB programme works to develop 10 specific attributes to assist students in becoming responsible members in local, national, and global communities. These attributes not only align with our school motto but with the goals and expectations I have for all of my students. Those are, having students become more reflective, open-minded, balanced, knowledgeable, caring, principled, and act as thinkers, inquirers, communicators, and lastly being a risk-taker for learning in new ways.

COMMUNICATION:

Communication is very important to the success of student learning. I will be communicating daily through the student’s daily sheet. However, you may email or call me anytime you have an issue or concern. I will respond as quickly as possible. My email address is jwagner1@pghboe.net and my phone number is 412-529-8779.

I look forward to a wonderful year with your child.

Thank you,

Ms. Jennifer Wagner

Approved: [Signature] Colbert, Director