

# Welcome to Yearbook

August 2019

Dear Students & Families,

I am so excited to help students create the 2019-20 Yearbook! I was in my middle school and high school yearbook classes and fondly remember capturing the big events as well as the small day-to-day moments that make each school year unique. Each yearbook should serve as a time capsule that students love to look at right away and will come back to years later. I'm honored to be part of this process.

The Yearbook elective is a big commitment. Students will experience first-hand what it is like to create and publish a professional product. They will also learn about the importance of meeting deadlines, proofreading their work, and creating visually interesting layouts. Time outside of class will be required to take photos and complete pages to meet our deadlines.

I am including information about expectations and supplies for this year as well as some of my policies. These are subject to change as required throughout the year. Please review and discuss the next few pages with your family. SMS is a PBIS school which means that behaviors are explicitly taught and rewarded. I believe that when students know what is expected of them, they will rise to meet those demands. I also believe in consequences that help to address and correct behaviors. I will communicate with students, families, administrators, and support staff as needed to help students be successful. I welcome your comments and feedback about anything that might be helpful for me or the school to know.

If you have any questions or concerns, please email me at [lauren.rodriguez@sesd.org](mailto:lauren.rodriguez@sesd.org). I will return your email as soon as possible. I will be taking my 12 weeks of Baby Bonding Leave starting September 3 and returning November 25. During this time, I will be checking in with my substitute and Yearbook Staff to ensure that we capture events and meet our first deadline.

Sincerely,

Lauren Rodriguez

**Visit my website!**

**<http://tinyurl.com/MrsRodriguezA3>**

## A3 Expectations

Be Respectful	Be Responsible	Make Right Choices
<ul style="list-style-type: none"> <li>• Show respect for yourself and others</li> <li>• Treat others the way you want to be treated</li> <li>• Be careful with school property and learning tools</li> </ul>	<ul style="list-style-type: none"> <li>• Follow through on promises and accept the consequences of your actions</li> <li>• Come to class organized and prepared</li> <li>• Participate actively in your education</li> </ul>	<ul style="list-style-type: none"> <li>• Just be kind!</li> <li>• Be honest.</li> <li>• Ask for help!</li> </ul>

## A3 Consequences

**Consequences for appropriate and inappropriate behavior include but are not limited to...**

Appropriate Behavior	Inappropriate Behavior
<ul style="list-style-type: none"> <li>• Praise</li> <li>• Spartan Spirit Tickets</li> <li>• Individual and whole-class rewards</li> <li>• Other cool stuff!</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 1:1 conference with Mrs. Rodriguez</li> <li>• Phone call/email to parents</li> <li>• Trip to the office</li> <li>• Parent/teacher conference</li> <li>• Referral</li> </ul>

## Grading Policy

**At Sunnyvale Middle School, we practice Standards Based Grading. This means that assignments and tests will receive a score from 1 – 5.**

Score	Meaning
<b>5</b>	<b>Advanced</b>
<b>4</b>	<b>Proficient</b>
<i>3</i>	<i>Basic</i>
<i>2</i>	<i>Approaching</i>
<i>1</i>	<i>Below</i>

Scores of 3 and below do not represent proficiency and are not considered “passing.” All students can achieve proficiency and are expected to be proficient in all standards. If a score less than 4 is earned on a test, the student should talk to Mrs. Rodriguez to get extra help and set up a time to retake the test.

Students are expected to review their graded assignments to see what comments were made and to make sure their answers were assessed correctly. **If you have a question about a grade or comment you earned, see Mrs. Rodriguez!**

## **Homework Policy**

- Homework scores are represented on report cards as Lifelong Learning – Completion of Assignments. Homework is graded based on: completeness, neatness, and effort.
- Homework may be assigned Monday – Friday and assignments will be posted on the board each day. Weekly and monthly projects may also be assigned. Students are responsible for writing down all assignments in their planner every day. Yes, every day.
- All papers must have the student's first and last names and be legible. Paper torn from spiral bound notebooks will not be accepted.
- Students who are absent are responsible for recording the missed assignments into their planner and have as many days as they were absent to make up the work. All papers will be in the student's individual file when they return. It is the student's responsibility to check their file and follow up with a classmate or with Mrs. Rodriguez.
- I understand how busy and complicated lives can be and that, occasionally, circumstances may arise that prevent a student from doing homework. If a situation arises, please have your student discuss the situation with me personally. My priority is to help your student be successful, teach them responsibility, and of course, for them to learn.

## **Test Retake Policy**

Students may retake any test within the trimester that it was given. Retakes may be written, 1:1 conversations with a teacher, or another activity that allows a student to show what they know. Students are expected to study or get extra help with concepts that they want to retake before retaking the test. If a student shows they have not studied, future retakes may not be possible. Students who want to retake a test must talk to Mrs. Rodriguez in advance.

## **Deadline Policy**

Deadlines represent the very last day that an item should be complete and submitted. Students will learn about the importance of deadlines and how to properly prepare and manage their time so that they can meet them. Missed deadlines cannot be made up, even though the work is still due. Your ability to meet deadlines will be represented in your LLL and elective standard grades.

# School Supplies

**The following is a list of suggested school supplies your student will need to be successful this year.\*\*\***

Please have these supplies by Monday, August 26th. Please plan to refill/restock your scholar's materials throughout the year. Now is a good time to stock up and create a supply cabinet at home!

- Backpack or bookbag
- An organizational system (A binder with tabbed dividers, a labeled folder system, an accordion file OR some other way to organize papers and keep track of things!)
- A notebook - whatever size and style works for you
- Writing tools

Donations are graciously accepted! Please choose from the list of supplies above or choose any of the following:

- Kleenex
- Toner for a Brother HL-2280 DW laser printer (TN 420 or TN 450)
- Gift cards to: Amazon, Target, Safeway, Lakeshore.

\*\*\*If, for any reason, you are unable to bring any or all of the items above, please contact Mrs. Rodriguez as soon as possible. Everyone in our class will be successful and have access to the tools they need.