**Ms. Tharayil’s Syllabus**

**and Classroom Contract**

**St. John Eudes School Mission Statement:**

*“…to educate students to live as committed followers of Jesus Christ as faithful members of the Catholic Church and to succeed in the 21st century as responsible learners, productive leaders, and caring citizens of their communities and environment […] We guide children with knowledge and the love of God to empower them with Christian morality, character, compassion, and integrity.”*

**Welcome to Ms. Tharayil’s Classes!**

It is my pleasure to welcome you to the 2013-2014 school year! I look forward to spending another year with all of you! As your teacher this year, I hope to serve as your guide, leading you to: 

* build a close, strong relationship with Jesus Christ
* live out the principles of your Catholic faith in every aspect of your life
* learn and develop the knowledge and skills necessary in each course with excellence
* apply what you learn in novel and practical ways
* develop a profound love for learning

Remember, I am here for you and your success, so please use this website to help you stay on-track this year and feel free to contact me via email if you have any questions (see "Contact Me" page for details).

*Please review this information with your parents, and return the signature page with both****your AND your parent’s signature****to me by****Thursday August 29th, 2013***.

***Behavior Expectations***

1. Respect yourself and respect others
2. FOLLOW ALL LAB RULES, PARTICULARLY SAFETY PROCEDURES!
3. Come prepared to school everyday with all necessary supplies
4. Raise your hand when you would like to speak
5. **Always** listen to instructions first, and clarify instructions if you are unsure
6. Pay attention when the teacher and class mates are addressing the class
7. Actively participate in class discussions and learning activities
8. Be responsible, and do not endanger yourself or others.
9. Copy down homework and finish all assignments in a timely manner
10. Have fun and enjoy learning!

**Discipline Policy**

The discipline policy in class corresponds with the discipline policy at St. John Eudes.  I am firm, fair, and friendly in an effort to guide students on their journey to becoming morally responsible individuals who actively contribute to creating a safe and productive learning environment for all.  Unfortunately, sometimes students make unfortunate choices.  As a result, the discipline policy is in place, but rather than be punitive, the focus of the discipline policy is on ***refocusing students to act as a positive member of the class community.***

The ***Rules for Success*** in these classrooms can be summarized in the following acronym:

**L**ook, listen, lead. (Do what you should).

**E**xemplify the golden rule in everything you do.

**A**ccept responsibility. (Apologize and reconcile if you need to).

**R**espect ALL members of the class with your words, tone and actions.

**N**ever compromise the physical and emotional safety of yourself and that of others.

**Academic Expectations**

*Beginning of Class*

* Enter the class walking quietly and in an orderly fashion (avoid pushing or rough-housing)
* Find your seat
* Take out your journal and a pen
* Begin working on the “Do-Now” activity on the board
* When the teacher signals the end of the “Do-Now” time, you may close your journals and get ready for prayer
* After the class prayer, be seated and listen for further instructions from the teacher.

*Prayer*

* When the teacher says “Let us pray,” end all conversations
* Assume a reverent posture (stand up straight), face the cross, and ready yourself to be in a state of prayer and reverence
* Wait for the ASSIGNED prayer monitor to lead the class with the sign of the cross
* While praying, participate in the prayer and focus on the prayer, asking God for his grace and blessings on you during class.

*End of Class*

* Wait for your teacher to signal the end of class. Do NOT begin packing up your belongings before that, even if the time may be the official end time of the class. \*Remember: the teacher dismisses you, not the bell nor the clock.\*
* The teacher will signal the end of class by saying “Take out your planners.” At that point, take out your agendas or digital planners.
* The teacher will then review what will be your homework assignments, which you are to enter into your planners. Be sure to ask any questions to clarify any assignment instructions or requirements during this time.
* The teacher will then instruct you to pack your bag. Pack your bag swiftly and quickly, and PICK UP ALL YOUR TRASH (you will not be dismissed until your area is clean)!
* When you are done packing your bag, stand by your desk (do not leave the classroom) and get ready to pray
* After the class prayer, the teacher will wish you and dismiss you from class. Then, you may exit the classroom WALKING quietly out of the room, one by one.

*Speaking in Whole Group Time*

* Think about what you would like to say.
* Raise your hand, quietly.
* Wait for the teacher to call your name.
* Allow the person who is talking to finish his/her thought or action.
* Wait until everyone is ready to give you their attention.
* Speak (be mindful of tone and word choice)

\*Do not blurt out of turn—remember “LEARN” \*

*Homework*

*\*Homework collection procedures may vary depending on the type of assignment. Therefore, it is imperative you listen closely for specific instructions in order to ensure the receipt of your assignment submission\**

* Ensure your name and number is on your assignment.
* The homework monitors will then be directed to collect the class’ homework.
* Homework monitors will submit assignments to the appropriate tray.

*Absent/Make-up Work*

* Upon return, immediately go to the “Make-up Work” corner of the classroom
* Look in each subject folder and copy down or take a copy of each assignment and note their due dates
* Take and fill out a purple “Absent” slip to attach to these make-up work assignments
* If you are unclear about an assignment’s directions/requirements either:
* Talk to the teacher before or after class
* Sign up for a meeting time with the teacher on the “Meeting with Teacher” clipboard

*Distributing/Collecting Papers*

* The teacher will place any papers in the center of your table
* Take one from the center
* If the teacher needs to collect any papers (except for tests/exams) in class, place the papers in the center of the table in a neat pile, and the teacher will come around and collect the piles.

*Bathroom*

* Please use the restroom before school, or during recess and lunch.
* If you absolutely must use the restroom during class, you MUST ask the teacher for permission. To indicate your request to use the restroom, **hold up three fingers**.
* Before you leave for the restroom, sign out on the “Bathroom” clipboard, and record the time.  This is a safety issue.  I need to know where you are in case of an emergency.
* Take the hall pass and a partner
* When you return, record the time of your return on the clipboard.

**Materials**

*Science:*

You will need the following materials/supplies for **SCIENCE**:

* Pencils and erasers
* Ruler
* Notebook
* 1-inch binder (any color) with lined paper
* Composition book/writing journal to be used as your journal

*Writing****(****7th and 8th Graders only!):*

You will need the following materials/supplies for **WRITING**:

* Pens (blue/black, red, and another color your choice)
* Pencils and erasers
* Composition book/writing journal
* Lined paper
* 1-inch binder (shared with the literature binder)

*Math****(****7th Regular Math group only!):*

You will need the following materials/supplies for **MATH**:

* Pens (blue/black, red, and another color your choice)
* Pencils and erasers
* Composition book/writing journal
* Lined paper
* 1-inch binder (shared with the literature binder)

**A materials/supplies check will be conducted on Thursday August 29th, 2013.** Please have all your materials ready by then.

**Grading:**

*Science*

The determination of your **Science** grade for each grading period will be broken down in the following way:

* Projects (most done in class except for the science project):20%
* Tests and Quizzes: 25%
* Daily Class Assignments: 50%
* Religion and Science Journal: 5%

*Writing (7th and 8th Graders ONLY!)*

The determination of your **Writing** grade for each grading period will be broken down in the following way:

* Rubric-Assessed Writing Assignments/Projects: 20%
* Tests and Quizzes: 20%
* Daily Class Assignments: 50%
* Writing Journal: 10%

*Math (7th Grade Regular M*ath Only)

The determination of your **Math** grade for each grading period will be determined by the number of point totals from assignments within each category. The weights for these assignment categories will depend and may vary depending on different curriculum and pacing demands throughout the trimester. However, your overall grade will comprise of the following assignment categories:

* Math Journals
* Homework
* Tests
* Quizzes (includes Mathletics)
* First in Math

*\*PLEASE NOTE: The above grade distributions for all classes are subject to change based upon the class needs and to what will best reflect student progress.\**

**Late Work**

All assignments are expected to be submitted on assigned due dates. However, if an assignment is submitted past the original deadline, a 10% deduction for EACH day past the deadline, for a maximum of 5 days past the deadline.

For major essays or projects, late assignments will be accepted anytime within the trimester it is due, however, with a 10% deduction for each day past the original deadline.

**Office Hours and Contact Info**

I (Ms. Tharayil) will try to hold office hours every **Tuesday from 3:00pm-4:00pm.** If you have any questions, need any help, or would like to meet with her for any reason, feel free to come by my classroom during this time. It would be helpful to give me some advance notice if possible, but if not, I should usually be available during this time (I will notify you if I cannot hold office hours on any given week). Your parent(s)/guardian(s) are also free to come meet with me during office hours as well.

If you would like to contact me, you may email me at:

[stharayil@School.StJohnEudes.org](mailto:stharayil@School.StJohnEudes.org)

-----------------------------------------Cut Here----------------------------------

*\*Please read and sign the following statement with your name. Please also have your parent(s)/guardian read the syllabus and sign below.\**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to **respect and abide by** the

        (Student Name)

above guidelines and expectations outlined in Ms. Tharayil’s syllabus and contract. I pledge to respect myself, my fellow peers, my teacher, my principal and vice principal, as well as all other school personnel. I also pledge to put forth a complete and **earnest** effort in all that I do this school year. Together, we hope to work toward a common goal of gaining a wholesome, valuable education that is rooted in Christ and Catholic principles.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        (Student Signature)                         (Parent/Guardian Signature)

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 (Date)