



SCHOOL OF  
CREATIVE AND  
PERFORMING ARTS

Allow me to introduce myself, and the purpose of this letter.

My name is Jay Wing, and I have been on long-term substitute assignment in Ms. Jennifer Lind's classes since December 13, 2013.

When I began this assignment, I had no idea that I would be filling in for this long, so I apologize for waiting so long to contact all of you. At this point, I do not know how long Ms. Lind will be absent from her classroom. As such, the task of entering grades for the final 21 days of this semester fall to me.

I'm sending this informational letter home with your children for your perusal, so that you will have some indication of how I will be grading your student, behavioral issues which may result in parent contact, (as well as other interventions), as outlined in the SCPA Handbook -- so there will be no surprises going forward.

Please sign this and have your child return it, as acknowledgement that you received, read, and understand the consequences going forward, as regards this classroom.

### **Ms. Lind's "Classroom Expectations"**

- No talking when the teacher is talking
- Clean up work space and table before leaving the classroom.
- The bell does not dismiss students; the teacher does.
- Throwing ANYTHING in class (trash, balled up paper, pencils, erasers, etc.) is an automatic lunch intervention

### **Ms. Lind's Rules**

1. Show RESPECT for yourself and others by your words and actions.
2. Come to class PREPARED with all necessary materials (pencil, eraser, etc.).
3. Pay attention and follow directions the first time they are given.
4. Keep hands, feet and other objects to yourself.
5. Complete all assignments on time.

### **Consequences for Rules Infractions**

- A. Verbal Warning
- B. Moved to another seat (if there's room).
- C. Lunch Intervention
- D. Parent Contact
- E. Parent/Teacher Meeting
- F. Referral to the Office

## Mr. Wing's Rules and Expectations

1. School Rules "Trump" Classroom Rules (i.e., if you can't do it outside the classroom, you can't do it inside the classroom).
2. Listen When I speak
3. Follow Directions (verbal and written)
4. **DWNTBD, WINTBD (Do What Needs To Be Done WHEN It Needs To Be Done --** this also includes how it's done and where it's turned in for grading).
5. Keep Your Hands to Yourself (this is basic respect, for your neighbor, your teacher, the materials and supplies, and the classroom).
6. No Food is allowed in the classroom (this is a school rule, which is doubly important in the classroom, so as to not cause irreparable damage to one another's artwork).

## A Note on Grading

As I came in so late in the semester, I want to explain how I plan to grade your children. My two primary concerns in this classroom are Participation and Effort.

Students who consistently concern themselves with completion of the assigned work will likely be given the grade they were earning, prior to my arrival at SCPA; students who chose to ignore the assignments should expect the consequences of a lower grade than they had been earning.

Reasonable effort on assignments is easily assessed. Students who show up to class tardy, unprepared to work on the assignments, regardless how often prodded and disrupt the class with their behavior will receive the grade they earned as well, based on the lack of effort.

If you would like a copy of this form, it will be posted on my personal website, after this weekend. Go to <http://CaptivArting.com> (note, there is no "e" in "Captiv").

If you have any questions, my email address is [jwing2@sandi.net](mailto:jwing2@sandi.net)  
I can also be reached at (619) 470-0555, ext. 4405

Please sign this and have your child return it before the end of the grading period, which is Friday, January 24th, 2014, as it is worth 10 points on his/her grade for this semester.

Thank you.

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Student's Signature

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Date

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Parent's Signature

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Date