8/17/2016

Dear Parents and Students,

Welcome back to the new school year! I will be the 8th grade homeroom teacher this year as well as teaching the 8th grade: Algebra, Spelling, Reading, Religion, and Science. I will also be teaching 6th grade Science. I am looking forward to working with you this year. I would like to fill you in with a few things about my classroom and expectations.

**Weekly folders**

Each week I will be sending a weekly folder on Mondays containing the assignments that have been graded from the week before. **In it, I will be sending a sheet that tells what assignments have been returned in the folder specifically for all the 8th grade classes. This sheet needs to be signed and returned by Wednesday**. There will also be a grade sheet for the students to record their weekly scores if they would like so they compare their grades with those recorded on OptionC. I’m doing this so that you are able to look at the quality of your child’s work and find where they are making mistakes. You can also access OptionC to help keep up with their grades. I really try hard to have my classes updated each week on Monday so that you can compare the grades with the work I have sent in their folder. I also will give my students their username and password for OptionC for them to check their grades as well.

Also if you would like to follow what is happening in class, I will be updating each week (usually Sunday night) my website page that is on [www.stjosephwestphalia.org](http://www.stjosephwestphalia.org). Click on School, then Classroom Websites, then choose 8th Grade-Mrs. Cavender. It will inform you of when homework, quizzes, and tests are scheduled throughout the week for the classes I teach your students.

**Homework expectations**

Homework is due the day after it is assigned unless it is a special project with a later due date. If homework is not received on the day due, the student will lose 10% of the grade to complete the work, if it is not received by the 2nd day, the student will receive a zero (0) on their work. I will send a late homework note and email if I have missing work for the day. It is extremely important in the 8th grade for them to develop good habits regarding their homework to help them prepare for high school.

**Classroom Rules and Dress Code \_\_\_\_\_\_**

The rules of my classroom are posted on my bulletin board and are as follows:

1) Respond toward others in an appropriate manner as Christ would have you do.

2) Excellence is expected! Use the gifts God has given you!

3) Serve others.

4) Pay attention and participate.

5) Encourage, not discourage, others.

6) Come to class prepared to learn with all materials, a good attitude, and on time to lay

 a foundation for learning.

7) Treat others as you would like to be treated. Take responsibility for your actions.

A general rule for all classrooms is that **if the teacher would need to leave the room, the students are expected to stay in their seats and wait quietly till he/she returns**.

Please follow the dress code; the information is listed in the Parent/Student Handbook.

This year we will be handling behavior problems a little differently than in the past years. The discipline note has changed somewhat using marks for different infractions of the rules. I will be sending a copy of the form once it is finalized. I will be keeping track of their marks and plan to email you if they receive any marks. As of right now I plan to do that on a daily basis if a student receives any marks. I may have to change it to weekly but I feel the sooner you are aware of this, it is much easier to get things under control. As students change to different teachers, there will be a class sheet that goes to the teacher of that class so that they can mark anything right away in their classroom and we can get track of what is happening daily with your child. Please be patient as we work to implement this new system.

**Responsibilities**

The students will be asked to do several jobs during the day such as: collecting the trash from different classrooms, running folders to the office, jobs in the computer lab as well as other classroom jobs. I will be assigning the students to the different jobs and expect them to carry out their responsibilities in an appropriate manner.

The students also will have a Kindergarten Buddy to work with on special projects as well as sit with them at Mass for a short period of time. It is extremely important that the students do not buy them gifts for the different occasions, as it tends to hurt other kindergartener’s feelings if they do not receive a gift but another did from their Big Kid.

 I expect my students to be good role models throughout the school year, encouraging the younger students in all grades in positive ways.

**Contact Information**

Please feel free to contact me if you have any questions. When you call school, my phone extension is 115; you can leave me a voicemail if I am unavailable. Also you can reach me at home at 455-2306. You may also email me at acavender@stjosephwestphalia.org but please do not send urgent messages by email because I will not be checking email while I’m teaching so if something is urgent for me to know, please call the main school number and get the message to Darlene Helton. I’m looking forward to working with you this next year!

Mrs. Anne Cavender

**Please sign and date on the line below indicating that you have read this letter. You may cut**

**off the signature form below and return it by Monday, August 22th to me. Please keep your**

**copy of the letter for future reference.**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the information about the

 Parent Signature

expectations for my 8th grade student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the 2016-2017 school year.

 Name of Student