**7th Grade Reading and Language Arts**

**Welcome Letter**

*Mrs. Cheryl Howard*

*Howard\_C@hcde.org*

*(423) 847-4810*

Welcome to 7th grade Reading and Language Arts! I am very excited to be your child’s teacher this year. This will be a year filled with opportunities to read more deeply, stretch our writing skills, become more purposeful thinkers regarding different texts, and to outgrow ourselves as readers and writers.

**Materials**

Students need at least two composition books to use as their Reader’s and Writer’s notebook. These notebooks will not be kept in my room. Students will be responsible for bringing their notebook to class on a daily basis.

Students must bring the following items to class each day:

1. Positive and Willing Attitude 2. Agendamate 3. Pencil or Pen 4. Self-selected Reading Book

5. Composition Notebook

**Attendance, Make-up Work, Late Work, and Extra Credit**

I make a promise to my students and parents to be in school delivering the quality instruction students deserve and should expect. I also expect my students to do the same. Students should come prepared with materials and be prepared to learn. Sometimes, this work can be easy and fun; other times it can be more challenging. However, students must give their best effort at all times.

If a student is absent, it is the student’s responsibility to gather his/her work.

1. In my classroom the student has been shown where to find a folder that will have their absentee work. If for some reason this folder is empty, they are to see me.

I will follow the Hamilton County policy regarding make-up work:

 \*\*Make-up work is required for excused absences and will receive full credit when turned in by the due date.

 \*\*Make-up work is required for unexcused absences and will receive partial credit.

 \*\*It is the student’s responsibility to retrieve the work from the teacher

 \*\***Make-up work must be completed and turned in within five school days of the**

 **absence**.

Students may turn in work late for a reduced grade. Late work and make-up work will be accepted during the progress report period in which it was assigned. For example, if an assignment is assigned and due during the first week of school, the student may not turn in the assignment during the last week of the 9 week grading period for a grade.

Extra credit is given to students who are seeking to go above and beyond the traditional learning experience. Extra credit is not a tool to make up work or other assignments that were never turned in to the teacher. Extra credit opportunities will be announced to students and on the website when available.

**Summer Reading**

Rising 7th grade students were challenged to select 2 books to read over the summer. One book choice is for a book club in which students and teachers from across the school will come together to celebrate the text. The second book choice as a project associated with it. There were two different projects from which to choose. The project is due no later than September 1st. Summer reading information is available online at the HxMS website.

**Student Grades**

Hamilton Grading Scale

A 93-100 B 85-92 C 75-84 D 70-74 F 69 and below

All grades will be recorded and published in PowerSchool. Grades will be entered approximately once per week. Some assignments, like notebook checks or published essays, may take longer to enter due to the quantity of work involved.

**Communication**

Communication between parent, teacher, and student provides for an optimal learning experience. Please feel free to email or call me if you have questions or concerns. I will respond to emails or phone calls within two business days of receiving it. I will utilize the Hixson Middle School’s website to post calendar dates, assignments, announcements, etc. In addition to the website, I use a texting service called Remind. It is a one-way texting and email service specifically designed for teachers to send group messages to students, parents, or guardians. To sign up for my Remind class, text @howardrla to the number 81010. Instructions are attached. Also, each quarter, I will send a newsletter home; be sure to ask your student about it!

**Agenda Mates**

All students will be given agenda mates. The agenda mate houses several pieces of important information and are to be utilized for school purposes: the school rules including dress code and cell phone policy, space for writing daily classroom agendas and homework, hall or other out-of-class passes, and the discipline plan page. Students are expected to have their agenda mate with them at all times. Students may not share or use other students’ agenda mates.

The discipline plan is in the agenda mate and will be enforced throughout the school. Teachers will sign the student’s agenda when an infraction occurs. This will also entail notification of any detentions, office referrals, or loss of privileges. Please look at this page often. These pages will not fall out nor are they to be torn out in order to avoid discipline.

**Classroom Library**

All students have access to my classroom library in addition to the school and public libraries. These books may be utilized in and outside my classroom. All students are allowed to check books out of the class library as needed following the guidelines discussed in class. If a student checks a book out from the classroom library, they are responsible for the book if it is lost, stolen, or damaged beyond normal wear and tear. If a book is damaged, the student should inform me prior to checking it out so they are not held responsible. If a student damages or loses the book, they are responsible for paying a replacement cost. This cost will be calculated based on current Amazon prices.

**Language Arts Fee**

In order to keep the classroom library relevant, current, and engaging, we are requesting a $5 fee from each student. This fee allows me to order books specifically tailored to our current students. It goes directly into your child’s classroom and inspires a love of reading. If you have any questions regarding this fee, please contact me.

Thank you,

Mrs. Howard

**\*\*\*Your first TWO (easy) homework grades, worth 100 Points are attached! \*\*\***

**Read, sign, detach, and return this page to Mrs. Howard**

**by Tuesday, August 15th!**

**I have read the Welcome Letter. If I have any questions, I will contact Mrs. Howard.**

**I have also given my parent(s)/guardian(s) the homework (attached).**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print

**I have also received my homework assignment and will complete it by Friday, August 18.**

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are unable to email, you may tell me about your child in the space below.

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 August 10, 2017

Dear Parents,

Every year parents entrust their most precious treasure(s) to the educators of Hixson Middle School. As a parent of a 10th grader, I send my daughter to school in hopes that her teachers will recognize in her the amazing qualities that I see in her every day. I also wish I could share with them certain aspects of her character that I believe if they knew, it would help her to be better understood and more successful in their classrooms. Today, I want to give you that opportunity.

Your child’s first homework assignment is to be sure that you email me or write if you do not have Internet access, and tell me about your child such as his/her strengths and weaknesses. Please share with me those things you feel would help me provide your child with the most excellent learning experience possible.

This assignment is two-fold. By completing your homework assignment, not only do I get to begin the year already knowing a little about your child, but if you are able to email me, it also provides me with your correct email address. I will be sending emails home periodically about what is happening in the classroom, upcoming due dates, explanations of assignments and projects, as well as copies of notes, projects and rubrics.

**Your email assignment is due by Friday, August 18. Please put your child’s first and last name in the subject line.**

Looking forward to an extraordinary year!

Cheryl Howard

howard\_c@hcde.org

423-847-4810