August 24, 2015

Dear Parents and Guardians,

I want to take this opportunity to introduce myself, and thank you for entrusting me with one of your most valued possessions, your child. I will be your student’s ELA (English Language Arts) teacher for the 2015-2016 school year. I am extremely excited about being given the opportunity to get to know your student and assist him/her in having a productive and successful year.

Our curriculum will focus on improving reading and writing skills. Throughout the year we will explore the different types of writing and the writing process. We will also be focusing on interpreting and analyzing the literature we read this year.

For our class, students are being asked to bring the following supplies before August 31st:

* 1 package of college rule notebook paper
* Pens (blue, black, or green for editing)
* 2 highlighters
* A 1inch white binder with a clear front (to keep in class)

Homework requirements will be minimal this year, please refer to Classroom Procedures document. Any homework that is given out will also be placed on my website.

One of the most frequently asked questions is about extra credit work. I believe if students are doing what is expected in class, there is no need for extra credit. However, if extra credit is wanted, please refer to that section on the Classroom Procedures document.

The Classroom Procedures document explains the guidelines that, if followed, will provide the students the most positive learning experience in my classroom. Please take a moment and review this letter and the attached document.

I thank you in advance for your cooperation. Again, I am really looking forward to working with you and your student this year. If you have any questions, comments or concerns, please contact me and I will gladly speak with you.

Respectfully,

Candice Lloyd

ELA 7/ Cheer Coach

McDonald Middle School

(972) 882-5700 (ext. 4536)

**English Language Arts (ELA)**

**Ms. Lloyd- 7th Grade**

**Classroom procedures**

**Classroom expectations:** Follow school rules, learn and let others learn, always do your best, show respect with our words and actions, accept responsibility for our words and actions.

**Arrive on time:** Be in seat when the bell rings. If you are tardy, sign the tardy sheet. Discipline procedures for tardies are set by the school administration and will be followed.

* Late 3 times= 30 min. detention
* Late 6 times= 1 hr. detention
* After 7 tardies= office referral

**Absent:** Check with Ms. Lloyd the day you return. You have 1 day for each day you are absent to complete make-up work.

**Prime Time**: The first 20 minutes of class is uninterrupted instruction. Students are not to be absent from class unless it is an emergency.

**Fire drill**: Stop everything, exit room to the left quickly and quietly. Go out the doors at the end of the hall. Walk from our building to the grassy practice field in the back of the school.

**Hallway behavior:** When we are traveling in hallway as a class, voices off, hands to self, walk quietly not disturbing other classes.

**Classroom library:** Check out book with Ms. Lloyd and sign the log. Return book to Ms. Lloyd within 7 school days.

**Recycling**: We do recycling in this building. Put unwanted papers in recycling bin…NO tissues!

**Restroom procedure**: The restrooms will be closed during passing periods. You will receive a S.A.M. with multiple restroom passes. Use it wisely. You may ask to go only during independent work time. DO NOT ask to go to restroom while I am instructing.

**Seatwork:** Face front of desk. Work quietly whether independently or with a partner. Respect the speaker if someone is talking and listen intently.

**Homework:** Is to be done AT HOME. Sometimes you may have to complete an in-class assignment at home. I will determine whether the assignment needs to go home to be finished.

**Handing in work:** Make sure your name, and date, are on all assignments. It is an automatic 10 points off for not having your name on an assignment, and will be placed on the ‘No Name” hanger on the Student Corner.

**Unfinished work**: If I ask work to be turned in, let me know if it isn’t finished. I’ll either tell you to turn it in anyways or finish it as homework.

**Extra credit:** Two ways to receive extra credit:

1. Bring a box of tissues and/or germ-x for classroom use. I will give 5 points extra credit for each item brought; not to exceed 10 points a six weeks. The points will be added where they are most needed, but not on test grades.
2. Read a Lone Star book, take the test in the library, pass it with a 70 or better, and 10% of that grade will be added to your lowest test/quiz grade.

**Pencils:** Sharpen before the bell, if it breaks wait for appropriate time to sharpen/ask permission. Use hand held pencil sharpener during instruction (clean up your mess), or as to borrow one until the time you can sharpen yours.

**Paper:** Do not hand in paper that has been torn from a spiral notebook, I will not take it.

**Taking out/putting away/caring for supplies:** Share group supplies; recap markers and glue; if you borrow from e, return to me. If we use it up, I replace it. If it leaves the room, I do not replace it.

**Getting a tissue**: If you need a tissue and I am instructing, raise your hand and wait for me to acknowledge you. If you are working independently, you may get up and get a tissue. Be sure you dispose of the used tissue immediately in the trashcan…not the recycling bin.

**Throwing away trash:** If I am teaching, do not get up to throw away trash. During independent work, you may go to the trashcan when you need. DO NOT play basketball with your trash, or you will receive a 30 minute detention.

**What to do during free time:** Read a book!

**Lunch:** We line up quietly in the hallway outside my door. We walk down together, no talking.

**Dismissal:** I dismiss, not the bell, and I have to say something nice before you leave.

**Tutoring:** This is a serious time for more intense learning and inappropriate behavior and silliness will not be tolerated. If you are involved in such behavior, you will be asked to leave tutoring.

**Tutoring Times: Wednesdays & Thursdays 3:45-4:30**

**Substitute behavior:** Any violation of behavior expectations when a substitute is in the classroom will result in automatic ITS (In Team Suspension) upon my return. This will be strictly enforced.

**Respect:** Respect one another, apologize, and move on.

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**Ms. Lloyd**

**clloyd@mesquiteisd.org**

[**www.candicelloyd.weebly.com**](http://www.candicelloyd.weebly.com)

**2015-2016**

After discussing this information, please indicate your understanding of these policies and procedures by signing below and returning this half of the sheet.

To receive a free 100, please have your parent read and sign, and return this portion to verify receipt of the parent letter and the Classroom Procedures document by August 31st.

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_