August 12, 2015

***New Beginnings with Mrs. Aldava***

Email: saldava@sylvan.k12.ca.us

Contact number: 209-552-3000

Class Website: aldava.weebly.com

Grade Check: netportal.sylvan.k12.ca.us/aeries.net

Dear Parents/Guardians and students,

 Welcome to your new 6th grade class here at Ustach Middle School. We have an exciting and challenging year ahead of us! It will be a year of exploration, discovery, and growth. I look very forward to getting to know you and to working with you and your family this year.

 The information included in this packet is to help make the transition to your new classes as easy as possible and to ensure success for each student. In order to have the best possible learning environment, certain academic expectations and personal behaviors must be established.

 Please take a few minutes to review this packet of important information with your family. Please sign and return the appropriate sections by ***Friday, August 14th***. This packet will then be placed in the front of your binder where it will remain for the entire year for your benefit.

***General Information***

Our staff works in a collaboration to promote an optimum learning environment for each student. We meet on a weekly basis in order to discuss our curriculum plans and the progress of our students.

We hold parent conferences for all students 1st Trimester and only if needed 2nd and 3rd Trimester. We encourage parents and guardians to contact us with any questions or concerns. Parents can call the school and leave a message (552-3000). We will return your phone call at our earliest convenience. Parents can also communicate through their students’ Agenda. We will be checking these throughout the week. I can also be contacted via e-mail at

saldava@sylvan.k12.ca.us (This is the most convenient way to reach me☺)

Periodically, students will be required to complete projects that require the majority of the work to be done at home. It is my suggestion that students have glue, scissors, colored pencils, crayons and or markers at home as well as with them in school.

Students will be provided with Agendas. We require our students to write in their Agenda on a ***daily basis***, so it is important that students keep it in their binder at all times. If a student looses his/her Agenda, a new one can be purchased in the Office for $5.00.

***Classroom Rules***

* Be respectful of yourself, others, the teacher and the school
* Be on time
* Be responsible-make good choices and be accountable for your own actions
* Be prepared to learn and have all materials with you on a daily basis
* Always strive for excellence
* Follow the Conduct Code inside and outside of the classroom
* No food or drink (except water) without teacher permission
* **Electronic devices of any kind, including cell phones, are not allowed to be turned on in the classroom and must be turned off while on campus.**

***Discipline Policy***

Students are expected to follow the rules of behavior outlined in the Conduct Code. Please review this information with your students. The following is a list of consequences for failure to comply with classroom rules or Conduct Code. The severity and/or frequency of inappropriate behavior will determine which type of consequence will be utilized.

* Conference with student
* Placement on the “Step” form
* Phone call to parent
* Lunch detention
* Referral to administration
* Confiscation of inappropriate materials (will not be returned to the student until the last day of school OR the parent may pick it up from the school)

***\*Inappropriate behavior in the presence of a substitute will result in an automatic “Step”, and parent notification.***

***Rewards***

* Praise
* Positive notes home in student Agenda
* Kodiak Code
* Group points to earn “Feed Me Friday”

***\*Fun perks earned through positive behaviors adds to the joy of learning every day of the school year!***

***Class Routines and Procedures***

**Class Participation:** In order to get the most out of all classroom activities and lessons, students need to participate fully. Participation includes, but is not limited to, bringing the appropriate materials to class, completing homework assignments, taking notes, remaining on task and not distracting others.

**Note Taking:** To encourage a sense of responsibility for one’s own education and to promote active listening, students are required to take notes on information presented in class. This information should be reviewed in preparation for quizzes and tests.

**Class Work:** All student work must be neat and legible. Crossed out sections or scribbles will result in a deduction of points. Typed papers are to be done in black ink, 12 point font and double spaced. Assignments must be competed in ***PENCIL***. The correct formats will be presented in class. All assignments will need to be completed on college rule, loose-leaf binder paper. ***Assignments may NOT be done in notebooks and torn out***. Failure to follow written or oral directions will result in a failing grade on the assignment.

***Correct Heading***

Each assignment that is turned in **MUST** have the correct heading as indicated below. The heading should be written in the upper right hand corner of the paper. After completing the heading, students should skip one line before beginning the assignment on the left hand side of the paper.

**First and Last Name**

**Advisory Teacher**

**Date**

**Student Number**

***Unfinished Class Work/Homework***

Students who do not finish their class work are required to complete their unfinished work at home, thus becoming homework. Students should not be spending more than one hour working on daily assignments. If your student is spending more than one hour on homework, please contact us as soon as possible.

Throughout the year, students will be assigned projects that go along with the materials being studied in class. Some projects are expected to be completed over a lengthy period of time. It is the student’s choice and responsibility to determine whether to spend small amounts of time daily or to wait until the last minute to complete such projects. Keep in mind that quality of work and amount of effort shown plays a large role in the grading process.

***Reading Log***

Students will be given the opportunity to earn up to 10 extra credit points for their Language Arts grade by completing a nightly reading log. The reading log requires the student to read for 20 minutes, write a brief response, and get a parent signature. Students can complete three reading logs per trimester to increase any grade below 95%.

***Late Work***

Each student will receive ***SIX*** Late Homework Assignment Passes for the year. These passes will be kept in a binder, by the teacher, to ensure that they are not misplaced. The student may use ***THREE*** passes the first trimester, ***TWO*** passes the second trimester and ***ONE*** pass the third trimester. The student must come to the teacher and request a pass for any assignment that they wish to complete and turn in one day late. Each pass will need the assignment recorded, the date, and a parent signature. Projects will NOT be accepted late. Any project turned in late will receive a zero. Family/medical emergencies are the exception. If there is a legitimate reason why a student is unable to complete project, a parent must call, send a note, or an e-mail the day the project is due stating the reason why it was not completed. Any note must be signed by the parent and include a phone number or e-mail address for verification. At the discretion of the teacher, the project may be turned in the following day.

***\*Students are responsible for writing down all homework and daily assignments in their Agenda***. Detailed notes will be given out for large projects, outlining what is expected.

***Excused Absences***

If a student is absent, he/she must have a parent contact the Attendance Desk (552-3000). It is the students’ responsibility to find out what we did in class the day(s) he/she was absent. It is also the students’ responsibility to turn in the homework. ***We will not seek him/her out to have the assignments turned in.*** If a student is absent and misses a quiz or test, it is his/her responsibility to make arrangements to make up the test or quiz within two days of the absence. Failure to make up the test will result in a zero.

***Grading Scale***

\*teacher may choose to change point value at any time throughout the year\*

Test = 100 points

Quiz = 50 points

Projects/Labs = Varied

Homework = 10 points

* 100-90% A
* 89-80% B
* 79-70% C
* 69-60% D
* 59% or below F

I will do my best to post grades for Language Arts and Social Studies at the back of the room once a month so that students are aware of their current grade. It is the parents responsibility to log onto the parent portal online at netportal.sylvan.k12.ca.us/aeries.net . If you do not have access to the internet, please email me and ask for a grade check.

***\*Parents are the key to making homework a positive experience for their student. Therefore, we ask parents to:***

* ***Make homework a priority***
* ***Provide needed supplies and a quiet environment***
* ***Set a daily homework routine***
* ***Provide praise and support***
* ***Do not let your student avoid homework***
* ***Contact us if there is a problem***

***Progress Reports***

Ustach will also be utilizing a grade reporting system this year to keep parents better informed throughout the year. More information regarding this system will be provided as it comes…

***Physical Education***

Each student needs to be dressed appropriately on Mondays and Fridays to participate in P.E. We do not dress out; however, students need to bring tennis shoes to change into if proper footwear is not worn to school. Students will be graded on participation, preparedness, effort and sportsmanship.

***More Classroom Procedures***

**Bell Procedures (entering the class):** When the first bell rings to start the school day, students should be quietly lined up outside the classroom. Gentlemen will be in one line, ladies in another. This is the same procedure students will follow after break and lunch. When the class is ready to enter, I will ask the students to come in.

**Bell Procedures (exiting the class):** When the bell rings at the end of a period that does NOT mean that the students are free to leave. The teacher will dismiss the class, not the bell. Students are to remain seated with desks cleared. Chairs are to be tucked in. At the end of the day, students must stack their chairs in the designated area.

**Tardy:** If you are tardy, you must bring a pass from the Front Office. Each tardy will be recorded-an accumulation of tardy slips will result in negative consequences laid out by the Administration. Any work you missed as a result of the tardy will be homework.

**Emergency Alert:** In the case of an emergency, we will follow standard procedures for the school. Fire, bus, evacuations and lock downs are conducted several times a year to ensure the safety of the students and staff during a real emergency. Students are expected to follow all rules and be on their best behavior during these drills. Inappropriate behavior will result in an automatic “Step” and parent notification.

**Leaving the Classroom:** Students will ***NOT*** leave the classroom without a pass or permission. We are responsible for knowing the location of all students. If a student leaves without permission, he/she will speak with Administration.

**Restroom Use:** It is the students’ responsibility to use the restroom before school, during break or during lunch. Students will be allowed to sign out on the restroom log during class time ONCE A WEEK with no consequence. Frequent use, due to medical need, will require a note from the school nurse or physician.

**Substitute Teacher:** If the teacher happens to be absent, the students will carry on with normal classroom procedures. We will notify the students, if we know ahead of time, that we will be gone. The students are to treat the substitute with respect and show him/her that all students are capable of acting like young adults in the absence of their teacher. Inappropriate behavior will result in a “Step” and parent notification.

**Teacher’s Desk:** The teacher’s desk is OFF LIMITS unless permission has been granted.

***Required Materials***

*(This is a supply list for all classes, Language Arts, Math, Social Studies and Science. Ms. Deaton and I have the exact same list, so only use one for shopping!)*

* **One** **3 inch binder**
* **Binder paper-college rule** (Make sure the binder has enough paper to last for each trimester)
* **One hole punched folder for each subject:**

-RED- Math

-GREEN- Science

-BLUE- Social Studies

-YELLOW- Language Arts

-Homework Folder in the color of your choice☺

* **Two Composition Notebooks** (This will cover the entire year)
* **Pencils (Be sure to have at least two sharpened pencils each day!)**
* **Expo Marker**
* **Highlighters**
* Ruler
* Glue sticks
* Personal Pencil Sharpener (optional – it must have a container for pencil shavings)
* Headphones (for iPad use and SBAC testing, dollar store earbuds work perfectly!)
* 4 notebooks
* blue or black pens
* pencil storage pouch
* Graph paper
* Index cards
* Calculator
* Scissors
* Last names A-L Box of Kleenex

 Thank you for taking the time to look over all of this information. We look forward to having a wonderful year and appreciate your support and participation in your student’s education. It is our goal to have your student strive to become a life long learner!! Please sign below to show that you have read and discussed this information together. Hopefully, together we can make this year a successful one for your student.

Sincerely,

Mrs. Aldava

STUDENT: I have read the Class Routines and Procedures and understand it. I will honor it while in the classroom and while I am at school.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT: My student has discussed the Class Routines and Procedures with me. I understand them and will support you in your efforts to make and organize a healthy classroom environment.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_