Kay Hill

6th & 7th Grade English Language Arts

Cedars International Academy

August 15, 2016

Dear Parents/Guardians:

My name is Kay Hill, and I will be your child’s English teacher this year. I am a certified teacher with over 12 years’ experience teaching English, a Master’s degree in Liberal Arts and Writing, a Bachelor of Arts in English, and significant experience and training working with a range of student ages and abilities.

Your student is taking my English Lang. Arts class, in part, to prepare them for the STAAR exam. But I am also passionate about instilling confidence in their writing and building their relationship with reading in preparation for high school and beyond. Please be sure to do the following this first week of school:

* Find and review in student’s binder: Policies, Planner, Quarterly Newsletter etc.
* **Read, sign, and return the attached Contact Information and Contract**
* Access and review my webpage: mshillela.weebly.com

Always feel free to email me with any questions and concerns. Please be aware I may often refer to the information above when answering questions. Thank you for your time and your help. I look forward to working together to help your student get the education and support that is best for his/her post-secondary goals.

Sincerely,



Kay Hill

khill@cedars-academy.org

**BE RESOURCEFUL**

**Parent and Student Contract**

Cedars International Academy

6th-7th Grade ELA 2016-2017

*This contract outlines the responsibilities of the student and parent to be resourceful*

**Student and Parent (mark each please):**

* Received, read, and understand: **Policies and Procedures**
* Received, read, and understand: **1st Quarterly Newsletter** and will expect and read each Quarterly Newsletter (2nd: October, 3rd: January, 4th: April)
* Understand students have been provided with a **pencil pouch of materials** that must be brought to class every day—additional pencils will not be given out
* Understand students have been provided with a **binder** and are expected to put all handouts in their appropriate binder sections and bring binder to class every day
* Understand students have been provided with a **planner** and are expected to copy assignments there and bring it to class every day
* Understand that policies, rubrics, syllabus, handouts, assignments and calendars are also available on **teachers’ classroom websites** (mshillela.weebly.com)
* Understand 3/more **behavior incidents** requiring parent contact (in any class) will result in an automatic detention
* Understand that **multiple detentions** will result in Administrative Action (ie: suspension)
* Understand **Progress Reports** are sent home every 2 weeks ( marked on the Website Calendar)
* Understand unless teachers are contacted, it is assumed the student has shown parents his/her **grades every 2 weeks**
* After **one week**, **late** assignments will result in a **0** for the assignment grade
* Teacher does **not offer extra credit** to raise grades that are low/failing due to missing assignments.

**By signing below you acknowledge you have received, read and understand all the policies listed here.**

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Parent Signature Date Student Signature Date