August 29, 2016

Dear Parent/Guardian:

 You should have received a letter earlier this month welcoming you and your child/children to middle school at Lisbon Regional. If you didn’t receive a copy of the letter for some reason, it can be accessed on Lisbon Regional School’s Facebook page from the homepage of our website. That letter outlined general information pertaining to the middle school, but I also wanted to take this opportunity to let you know a bit about my individual classroom and expectations.

 **Assessment:** Lisbon Regional has adopted a standards-based assessment procedure. This procedure is explained in detail in a document that can be found on our school web page, and there is a copy in the school handbook. Some highlights of that document are as follows:

* All assignments will be assessed using the following scale:
	+ **4 = Proficient with Distinction**
	+ **3 = Proficient**
	+ **2 = Basically Proficient**
	+ **1 = Incomplete**
	+ **0 = No Attempt/Progress**
* **Formative Assessments**, or practice assignments, such as homework, class work, quizzes, and other short, informal assignments, will make up 10% of a student’s final grade. Formative assignments not completed to a satisfactory level, may need to be redone by the student. The maximum score a student may attain on a formative redo is 2.5. No formative work will be accepted for credit after a summative is administered.
* **Summative Assessments**, or more formal assignments used to determine what a student knows, such as tests, essays, projects, and more, will make up 90% of a student’s final grade. *For summatives assessing more than one competency, a student’s overall score for that assessment will be determined by averaging the score for each competency.* Summative assignments not completed to a satisfactory level may be redone/retaken at my discretion. For an individual competency, the maximum value used to recalculate the score on a summative retake is a 2.5.
* **Extra credit is not offered.**
* It is important to understand that a student must **demonstrate mastery of 100% of the competencies** in language arts in order to receive credit for my class. Students not mastering 100% may be retained or required to attend summer school in order to move on to the next grade level. Competencies may be viewed in PowerSchool. Competencies are also on my web page linked from the Middle School Weebly, and a copy is attached for you. Students have also received copies of the competencies.

**Habits of Learning:** In addition to being assessed on their academics, students are also assessed on four additional areas we feel are essential to success: collaboration, respect, initiative, and work habits. These areas are included in determining eligibility for Honor Roll. Students have received a copy of our expectations in each area. They are also in the student handbook.

 **Expectations:** In addition to completing work on time, I expect students to come to class prepared each day. They should always be on time, have a 3-ring binder, folders, a silent reading book, and any additional materials we are working with at the time. Appropriate classroom behavior is expected at all times to ensure a positive learning environment for all. If students have a planned absence, they should see me in advance to make arrangements for missed work. **If a student is absent on the day an assignment is due, it is expected to be submitted the next day the student is in attendance, otherwise, it will be considered late.**

 **Homework:** Students will generally have some type of assignment to complete for me each night. They will be completing a variety of activities during the course of the year, including being required to read independently at their reading level during each quarter. There may be times when they do not have a specific assignment due the next day, but they generally have reading, studying, or a long term project on which they could be working. Many homework assignments will be assessed using the attached rubric.

 **Power School:** Power School is the school’s web based grading program. It allows you to view your child’s grades online with an access code. For those of you with students in school last year, you may continue to use the same login and passcode information. For those of you new to the school, you may contact Lisa Peterson in the office for assistance in obtaining your passcode. Please contact the office if you need additional assistance utilizing the program.

 **Communication:** I know middle school can be a stressful time for parents and students, and frequent communication can be helpful to us all. In addition to utilizing Power School, please utilize the school’s website to keep up to date with important information. From the school’s website, there is a link to classroom webpages where you may access the middle school webpage. This webpage has a number of resources for you. You may also visit the middle school page directly at **lrsmiddleschool.weebly.com.**

Also, feel free to contact me with any questions or concerns you may have. The easiest way to reach me is through e-mail at miwill@lisbon.k12.nh.us. I can also be reached at school at 838-6672.

 Please sign and return the attached form indicating you have received this letter and the attached documents. Thank you!

 I look forward to a great year!

Sincerely,

Michelle Williams

Middle School Language Arts

**Please sign and return by Thursday, September 1, 2016**

**Student name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and received several forms from my child’s middle school language arts teacher. These forms included:

1. information on classroom policies and expectations
2. course competencies
3. a homework rubric
4. honor roll information
5. information on assessment and how grades will be determined
6. information on how to view my child’s progress
7. information on how to communicate with my child’s teacher
8. where to get more information

**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_