

Hello Parents and/or Guardians,

My name is Ms. Osterman and I will be your middle schooler's new Language Arts teacher. I graduated Magna Cum Laude from Kent State University after I attended Euclid High School where I was very active in school activities. I am writing this letter to introduce myself and let you know that I can be contacted via e-mail, telephone or in person for any reason; the best way to contact me is through e-mail. I hope that we can communicate freely and keep in touch about the progress of your child. I look forward to hearing from you.

E-mail: [losterman@wpcschool.org](mailto:losterman@wpcschool.org)

Telephone: 216-271-6055 Ext.

Sincerely,

Ms. Osterman

## Homework Policy

Students are to keep track of all assignments in their assignment book. If a student loses his/her book, it is their responsibility to purchase a new one. All assignments are to be turned in to the appropriate teacher at the beginning of each class. Any child who fails to do the required homework will lose 10% of his/her grade for each day that the assignment is not turned in. After five days of missing work the student will only receive a maximum of 50% for the assignment or the score that matches the amount of work done, whichever is higher. Work that is turned in after 5 days will not be graded at anything higher than 50% regardless of whether or not all answers are correct. It is important that all students complete the necessary homework assignments in order to practice and apply the skills and concepts we are learning in class.

## **Class Rules**

Students are to . . .

1. follow directions the first time they are given.
2. respect adults, each other, and all property.
3. keep hands, feet, and all objects to yourself.
4. stay seated.
5. speak quietly (use an indoor voice).

## **Rewards and Consequences**

We will be using a behavior checklist for classroom management. As part of becoming a young adult, it is your child's responsibility to accept the consequences for his/her actions as well as keep track of what level of discipline they are at. The master chart will follow the students from class to class so all teachers can chart individual behavior. On this chart, each student's name is listed with a corresponding column indicating which level of discipline he/she is at. When a student does not follow a rule and needs to be redirected, he/she will receive a check in the appropriate

column. The columns and what they represent:

- ◆ **1<sup>st</sup> column, Warning:** Student needs redirected, not meeting expectations of teacher
- ◆ **2<sup>nd</sup> column, 2<sup>nd</sup> Warning:** Student needs redirected a second time for not meeting expectations
- ◆ **3<sup>rd</sup> column, After-School Detention:** Student will stay after-school on specified date to discuss the failure to meet teachers expectations and demands of being a WPCS student
- ◆ **Office:** Student is sent to office with a discipline referral (Severe behavioral problems will be directed straight to the office with a discipline referral).

**Reasons to get a check:** inappropriate behavior, such as chewing gum, other unacceptable actions, etc.

Student showing the ability to meet and exceed teacher expectations will be rewarded. Rewards will include: homework passes, free time in the gym, "good" note or call home, lunch with friend, and movies.

With this system, I reinforce positive behavior. If any student persists in negative behavior, his or her parent will be contacted for a conference. Please reinforce at home that each child is responsible for his or her own behavior. Self-discipline is one of the best lessons a child can learn!

I have read and agree to the middle school policies and procedures given to me at this time.

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Student's signature:

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Parent/Guardian's signature: