



Thomas Jefferson Middle School
8th Grade Student Contact Information
2014-2015

Please return this form (and 2 boxes of tissues) to their advisory teacher by Thurs, Aug. 28, 2014.

Student Name: _____

Parent/Guardian Names: _____

Address: _____

Home Phone #: _____

E-mail Address: _____

Cell Phone #(s): _____ & _____

Work Phone #(s): _____ & _____

Best way/time to contact you: _____

Please use the back for any additional information you would like to share with your child's teachers.

Your signature below states that you have read the attached information on student expectations, homework policy, and teacher contact information and availability.

Parent(s)/Guardian(s) Signature(s):

_____ & _____

8th Grade Teacher Contact Information & Office Hours:

* Teachers who are typically available between 10:30 a.m.–12:00 p.m.
Many teachers are also available at other times by appointment.

	Advisory Teacher	Mon	Tues	Wed	Thurs	Fri
Spring Alvarez * salvarez@valpo.k12.in.us	X	3:00 – 3:30				3:00 – 3:30
Kristen Arnold * karnold@valpo.k12.in.us	X	7:15 – 7:45			7:15 – 7:45	
Kandel Baxter * kbaxter@valpo.k12.in.us	X		3:00 – 3:30		3:00 – 3:30	
Robert Brooks rbrooks@valpo.k12.in.us		3:00 – 3:35				
Dane Brown dbrown@valpo.k12.in.us			7:15 – 7:45		7:15 – 7:45	
Kim Brown * kbrown@valpo.k12.in.us	X		7:15 – 7:45		7:15 – 7:45	
Michelle Coberg mcoberg@valpo.k12.in.us	X		3:00 – 3:30		7:15 – 7:45	
Janis Ellenson * jellenson@valpo.k12.in.us	X		7:15 – 7:45		7:15 – 7:45	
Carol Haller challer@valpo.k12.in.us			7:10 – 7:30		7:10 – 7:30	7:10 – 7:30
Molly Joll * mjoll@valpo.k12.in.us	X		7:15 – 7:45		7:15 – 7:45	
Laura Karr * lkarr@valpo.k12.in.us	X		7:15 – 7:45		7:15 – 7:45	
Justin Krenz * jkrenz@valpo.k12.in.us	X		7:15 – 7:45		7:15 – 7:45	
Alyson Laurencell alaurencell@valpo.k12.in.us			7:15 – 7:45		7:15 – 7:45	
Kristen Reyes kreyes@valpo.k12.in.us					2:55 – 3:25	
Carolyn Rodea crodea@valpo.k12.in.us			7:15 – 7:45		7:15 – 7:45	
Lindsey Spratke lspratke@valpo.k12.in.us	By appointment					
Talitha Taylor ttaylor@valpo.k12.in.us	By appointment					
Leo Van Laan lvanlaan@valpo.k12.in.us				2:55 – 3:25		7:15 – 7:45
Danek Znika * dznika@valpo.k12.in.us	X		7:15 – 7:45		7:15 – 7:45	

Expectations:

Be Prepared.

1. Use the time between classes to get prepared for each class. When stopping at your lockers remember to “Go, Grab, Close, & Head Out”. Be sure to make sure you have the following when heading to class: book(s), workbook(s), free reading book, pens, sharpened pencils, assignment notebook, homework, and other supplies as needed.
2. Be on time to class, in your seat, have homework out, and start on the warm-up activities BEFORE the bell rings.
3. During class, remain in your seat unless you have permission to get up, be attentive, be an active participant, remain quiet unless engaged in an activity, and do not chew gum.
4. Between classes get a drink or use the restroom if necessary remembering to “Go, Flush, Wash, Leave”. By doing these things between classes you will not disrupt your learning time by leaving class.

Be Respectful and Honest

1. Be respectful to all (yourself, school staff, other students, parents, and visitors) by listening and responding appropriately.
2. Act like ladies and gentlemen both in and out of the classroom. Students are expected to behave appropriately in the hallways as well as class. In the hallways, be sure to follow the stated guidelines such as walking on the right side, walking only 2 across, etc.

Advisory Policies:

1. Students should bring their assignment book, reading book, assignments, and appropriate supplies to advisory.
2. Students may be engaged in a classroom activity for the first 15 minutes each day they are present in advisory.
3. Passes may not be issued during the first 15 minutes of advisory. If a teacher needs you at the start of advisory, you must have a pass already written from that teacher.

4. Advisory will be a quiet study period. Students are expected to work on homework, get help from teachers as needed, or read quietly.
5. Students will be expected to check and record grades weekly.

Lunch Detentions:

A lunch detention may be issued for not complying with any of the above expectations/rules.

1. Students who were given a lunch detention periods 1-3 will serve the same day. Students who were given a lunch detention periods 7-9 will serve the lunch detention the next school day.
2. Students who receive lunch detentions should get their lunches first and report to the assigned teacher’s room (see board) no later than 12:00 p.m.
3. Students who have lunch detention are encouraged to bring homework or a book to read after they have finished eating.
4. If you are assigned multiple lunch detentions in one day, you may be referred to the office.
5. Students with multiple detentions per grading may be referred to the office for discipline.

Passes:

1. Students may be issued 2 passes per class per grading period.
2. Passes can be used for going to the bathroom or your locker (assignment notebook still required).
3. Passes will expire at the end of the grading period. Some teachers may offer **extra credit** for unused passes that you turn in at the end of the grading period.

Dress Code Reminders:

In order for your child to avoid missing part of a class, please be sure to refer to the student handbook for the dress code. Students who are wearing clothes that are deemed too short, too tight, too revealing, sagging, or clothing with inappropriate messages may be sent to the office.

Important Grade / Homework Posting Information:

Most teachers will post grade updates on RDS at least once per week. All students and parents are encouraged to check for updates on a regular basis. If there are any concerns or questions, contact the teacher as soon as possible.

Please be sure to keep your e-mail address current in RDS as many teachers may use that to contact you.

Homework Philosophy:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits; for these reasons, the 8th grade team believes that homework is an essential part of every child's learning experience.

Homework is usually not new learning and should enhance what the student has been working on in class. However, homework incorporates a wider definition than most students realize. It includes the completion of work not finished in class, completion of daily assignments, review of concepts taught that day, reading, work on long-term projects, studying for upcoming quizzes/tests, and preparing for the next day.

Most students with failing grades are not adequately completing homework assignments and studying. Therefore, we recommend that all students schedule a regular routine for completing homework. On average, students should anticipate having 60-90 minutes of homework daily in their academic classes; some of this work may be completed during advisory. Additionally, English teachers will require students to read books of their choice both inside/outside of class and band, choir or orchestra students are expected to practice for an additional amount of time daily.

Homework - Late Policy:

1. Homework will be accepted late until the student has completed the test over the unit. A minimum of 50% credit will be given for the assignment.
2. Long term projects will be accepted late at a maximum penalty of 10% off per day late.

Homework Expectations & Responsibilities:

Responsibilities of Students	Responsibilities of Parents	Responsibilities of Teachers
Write down all homework assignments in assignment notebook before leaving class. If no homework is assigned, students should write none.	Check student's assignment book daily for assignments and check to see that students are completing the assignments.	Plan homework related to classroom objectives. State homework clearly in written and oral form.
Take homework assignments home along with necessary materials.	Arrange a quiet time and study area including proper lighting. Help your child arrange his/her papers for return to school the next day.	Check and review homework assignments with students.
Be prepared to spend on average 60-90 minutes daily on homework assignments and studying.	If your child is not doing work at home, check grade reports on RDS to see if work is being completed. Then contact his/her teachers if there is a problem or concern.	Make clear homework policies and expectations for all assignments.
Ask your teacher for help when you don't understand an assignment.	Be aware of when your child can get help from his/her teachers and make arrangements for him/her to come to school early or stay after school to receive extra help when needed.	Be available to help students that are having trouble with an assignment.
Use advisory to help make-up work, get help from teachers or work on homework that is due the next day. Do NOT wait to work on all homework assignments that are due later that afternoon.	Ask your child to bring home and show you the work he/she completed in advisory.	Make sure that students are using their advisory time wisely and help students who have questions.
Work on long-term assignments a little each night. Do NOT try to complete the entire project in one night.	Ask your child to report his/her progress to you on long-term assignments.	Provide students with guidelines or benchmarks on how much of the assignment should be completed by certain dates.