



Mrs. Cano's Parent Handbook

2018-2019



Contact Information

Email: mcano@foothilladventistelementary.org

Please add it to your address book to prevent lost emails. Please make sure we have your correct email on file.

School phone: 408-263-2568

School Website: www.foothilladventistschool.org

You will find the supply list, school handbook, lunch menu, etc. here.

Classroom Management

Class Rules:

Be RESPECTFUL to people, property, and God.

Be RESPONSIBLE in behavior, learning, and assignments.

WORK HARD– Do your tasks well, be successful, keep busy.

FOLLOW directions the FIRST TIME they are given.

Be PLEASANT to be around. Be cheerful, be courteous, be helpful.

Remember:

Attitude is a LITTLE Thing that makes a BIG Difference

Focus: Having a Growth Mindset (ask your child about this)

Communication:



Student Planner, Newsletter, Monday Folders, Missing Work Updates

Student Planner- Each student will be given a planner this year. Students will be responsible for writing daily assignments in the planner everyday. Completed assignments will be checked off prior to leaving school. Incomplete work will be taken home to complete and return the next school day. Parents are expected to check their child's planner on a weekly basis and sign.

Weekly Email- Expect to receive an email from me every Monday. You will be informed as to what we will be working on in class, any assigned projects, extra homework, and special dates/field trips, etc.

Class Assignments and Tests- Graded work will be sent home on Mondays. Note that graded work will receive a percent grade. Please take time to actively review this completed work with your child. You will find that a little praise and encouragement will go a long way! Tests will be sent home for you to look through, sign, and return.

Missing Work Updates & Progress Reports- A list of missing work will be sent out every other Monday. Progress reports that include updated grades will be sent home mid-quarter and will be mentioned in the class email.

Assignments, Homework, and Late Work

Complete Assignments- It is my desire that each student reach his/her full potential. In order to do so, each student will be expected and encouraged to give his/her best effort. All students are expected to complete their assignments neatly, correctly, and on time. All work is due by the next class day unless otherwise stated. The definition of a completed assignment is: ALL work is completed, and reasonably correct.

Homework is designed to aid the student in achieving classroom and school goals, and should not be used just to keep a student busy. The homework that will be sent home will fall into the following categories:

- Remedial Drill- This is an extension of work that has been introduced in class. This homework is an individualized drill activity designed to help strengthen the child's weak areas that are recognized.
- Research/Project- This is work which involves the use of reference materials. It is often given on an extended time basis. Notice of this type of assignment, as well as the due date, will be found in the class newsletter when assigned.
- Unfinished Work- This is work that is not completed in class and is within the student's capability to finish at home.
- Review- Students should spend some time at home studying and preparing for tests.

Late Work- Many assignments will be graded together in class the day after it is assigned. If students return their work late, they –

- Are not able to benefit from peers' comments
- Are not able to contribute to class discussion
 - Cannot get immediate feedback and help
 - Can become discouraged

Please help us avoid this situation! Late work will be deducted 20%.

Letter of Introduction and About Me:



Dear Parents/Guardians,

Thank you for choosing Foothill Adventist Elementary School. I am very excited and honored to be your child's new 7th grade teacher! You have given me the best opportunity to teach and light your child's fire for learning this year. Of course, I cannot do this alone. Parents, you and I, along with your precious one, are on this journey together. Your key involvement is expected and will be beneficial to the success of your child as he/she grows.

Included in this handbook are snapshots of various topics that will help you be an informed partner for this journey. Please take the time to read it. Please feel free to ask any questions or to make any suggestions throughout the year. I welcome constructive input, and will strive to keep the lines of communication open between all of us!

According to the Central California Conference, the 2018-2019 school year will be my 11th year teaching full-time. This is in addition to two years of part-time work. I received a Bachelor of Science in Elementary Education with endorsements in Junior High. I consider myself a lifelong learner and jump at any chance to further my training by attending classes and workshops that deal with current teaching practices.

Teaching is a part of me and I love it! I invest a lot of myself into my mission/job because I enjoy it and because my students are important to me. In addition to being a teacher, I am a wife to a pastor and avid sports fan, a mother to two energetic kids who attend this school, and a follower of Christ, who is showing me daily that He loves me and the students I teach. Because of this, I am confident that all my students will experience success, both behaviorally and academically. I hope you're as excited as I am to get this school year underway. I look forward to building a relationship with you and your child this year as he/she gains an education here at Foothill.

Sincerely,
Mrs. Melanie Cano