



QUALITY EDUCATION-CHRISTIAN VALUES

July, 2011

Dear Parents of Sixth, Seventh, and Eighth Graders,

We'd like you to begin planning for the 2011-2012 school year now. Our Middle School teachers have instituted procedures to help our students with both organizational and study skills.

If you had a Middle School student last year this information is somewhat of a review, but does contain **new information**. If you are a sixth grade parent, or new to CCA, this information will help you understand the rationale behind some of our procedures.

Why composition notebooks for notes?

They do not take up as much room in the lockers. Pages do not come out as with loose-leaf paper in binders. They are less cumbersome to carry home. (Students may actually use the notes for study!) As a notebook is filled, it is the student's responsibility to purchase another. They can usually be purchased rather inexpensively and it might be wise to get a few extras while there are still some sales on school supplies. If your child has large handwriting, this will be a necessity. Teachers in each subject area will put a colored strip of tape on the binding of every notebook to color coordinate it to a like-colored folder for their subject area. (Example: All Middle School students will use red for Bible, yellow for English, green for science, etc. See the supply list for subject colors.) The color coding should help students in quickly getting their materials from their lockers.

NOTE: Spanish I (Gr. 8) will use a binder as the students will continue to use the same notebook in Spanish II.

What are the folders for?

All returned homework, tests, quizzes and special handouts (determined by each teacher) will be kept in the appropriate, colored folder. There will be one for each quarter or one per semester in a few classes. That is why the Supply List indicates that you purchase four (or two) of various colors; however, if you purchase a very durable plastic folder which your student can use for the entire year and just remove papers to keep at home quarterly, you *may* buy just one. (See information on the Middle School Supply List)

How can you help?

We need you to help your child determine a place, at home, where he/she will keep these composition notebooks and folders - both as they are filled and until they are needed. The student does not need to keep all four folders of each color in the locker, so we are asking that for most subjects, other than those noted on the Supply List, only ONE be brought to school for the first quarter. You might choose to buy a plastic crate, use a large cardboard box, or have a special drawer in your child's desk; but, you and your child should determine a place for quarter-work to be kept.

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Why is this so important?

Students will be graded on how they maintain their notebooks and folders. These notebooks, returned tests, and quizzes are **important for studying for midterms and finals**. The student is also learning a life-long skill of organizing important information – just as we adults do in maintaining important papers for tax purposes, etc.

What about the accordion (expandable) file?

Each homeroom teacher will help her class organize these files with appropriate tabs. There will be a section for each subject, plus for “take home” and “return” papers. Completed homework for the next day will go behind each subject tab. Encourage your children to check this file ***nightly***. Then they will have everything in one place and will not have to wonder where the homework is when they get to class. The **only** other materials that should go in this expanding file are: sheets of blank loose-leaf paper, sheets of graph paper (not entire packages), and the student’s planner. If treated carefully, and not stuffed with extraneous materials, these expandable files should last the school year. Students will be responsible for purchasing a new one and setting it up appropriately if theirs is lost or damaged.

Planners

Every student is provided with a planner on the first day of school in his/her homeroom. Students must label them clearly with their name. If lost, it is the student’s responsibility to purchase a new one. It is not an option to write homework on loose-leaf paper.

Pencil Cases - Label

Students *must* carry needed materials to every class. A good pencil case is the best way to do so. It is expected that the flash drive will be taken to computer class, the calculator to math and science class, pens/pencils to every class, etc.

PLEASE HAVE YOUR STUDENTS LABEL THEIR ACCORDIAN FOLDERS, CALCULATORS, FLASH DRIVES, PENCIL CASES, ETC.

PLEASE REVIEW THE INFORMATION IN THIS LETTER WITH YOUR CHILD.

There are two more things you can do for the upcoming year. You’re probably already doing the first one – PRAY - for your student and for us, the teachers. We so desire to partner with you in establishing a Christian worldview and character in your children. Secondly, please feel free to communicate any needs or questions you may have. CCA’s phone system makes it possible for you to leave us a voice-mail at any time. ☺

Thank you for taking the time to read through these procedures and for helping us get the year off to a good start by providing your child with the necessary supplies. We are looking forward to seeing God’s hand in working out the smallest details of each and every day!

God Bless,

The Middle School Teachers