



Dear Junior High Parents,

The practice of reflection and re-evaluation is singularly important to the future success and growth of institutions, as well as individuals. Any journey begins with just one step. Yet, without a clear picture of the destination, that step is likely to be in the wrong direction. The journey to school improvement and student achievement is no different. Everyone involved—administrators, teachers, students, parents, and members of the community—need to develop a focused image of the goal and create a map that will lead them there together. In addition, reflection and evaluation of the path to the goal is vitally important to its success. Last week, the Junior High Team not only gathered together to identify the strengths of their curriculum but also to fairly identify weaknesses so that they may correct them as they embark upon the second half of the school year. Guided by common purpose, mission and commitment, the Junior High teachers re-visited effective instructional strategies for their students and put together a series of policies and procedures to improve upon and promote a rigorous academic environment grounded in Catholic values that will serve their students well in the years to come. Below is a list of just a few of the new and improved policies and procedures your Junior High child will experience at the start of the third quarter.

### **ACADEMIC**

1. All junior high students will receive a 'homework folder' at the start of the new quarter. Every Tuesday these folders will be distributed to the students with their graded homework and corrected tests from the previous week. It is the responsibility of your child to take home these folders that evening so that you, the parent, can look over your child's most recent work. Once you have reviewed all the work, you must sign off on the signature page located on the inside cover of the homework folder. By signing off on the folder, this tells the teacher that you have indeed examined all the work contained. The student must return the folder to school on Wednesday morning. This process will take place every Tuesday.
2. All grades will be downloaded on to SchoolSpeak by the teacher every Tuesday. Parents will be able to access their child's most recent grades for the week on that Tuesday.
3. Current grading categories such as HOMEWORK, CLASSWORK, TESTS, PROJECTS and FINALS on the SchoolSpeak grade report will now be reduced to 3. Beginning at the third quarter, schoolspeak grade reports will only have:
  - a. Tests – 50%
  - b. Homework – 40%
  - c. Final – 10%

- Although students will still be assigned projects and classwork, teachers will put them in one of the categories above. This system is much more adequate because it prevents penalties suffered by the students due to few reporting grades.
- 4. By the end of each quarter, students will have been assigned at least three tests and 8 homework assignments. All homework assignments will be corrected/checked for completion.
- 5. All students are required to use proper M.L.A heading on all their written assignments.

### **BEHAVIORAL**

1. If a student had been disciplined due to misbehavior, received a dress code warning or received a detention, the parent of that child will be contacted immediately.

### **OTHER**

1. Teachers will respond to phone and e-mail inquiries by a parent within 24 hours.

\*Exception – holidays and weekends

I am committed to ensuring that all children reach their potential and will continue to work hard so that all SMMS students have the opportunity to experience success in a school culture that inspires dreams, builds compassion, and opens minds!

If you have any comments, questions or concerns, please never hesitate to contact me at [elisafzimm1@cox.net](mailto:elisafzimm1@cox.net) or text me at 310 251-5645.

Yours in Peace,

Mrs. Zimmerman

Principal