



Dear Saint Margaret Mary Junior High Parents,

Monday marked the official start of the new quarter and with that, you will undoubtedly see new changes within our Junior High School. One such change is ‘me’ back in the classroom! For this quarter, I will be substituting for Ms. Smith who is taking a temporary leave. In order to do this correctly and effectively while still maintaining my role as principal, I have put together a team that will assist me in educating your child in Language Arts. Dawn Taylor who routinely ran ‘daycare,’ will now become the Junior High Language Arts aide. When I was an English teacher, she served as “my right hand”- assisting me in the general supervision and management of the children. She will once again take on that role so that I may provide effective support to all my students in both the teacher and administrator role. Mrs. Desmond will also be assisting me in the Language Arts program. As a former Junior High and High School teacher, with more than ten-years experience in the classroom, she will be instructing 6th, 7th and 8th grade Literature. I, of course will be educating your children in English.

Learning is an experience, which leads to the ultimate goal...**understanding**. **Learning** is the acquiring of facts. **Understanding** is the ability to take those facts and step beyond the confines of history or a textbook and apply that which is learned to a much broader spectrum, thus making the educational process a dynamic, explosive endeavor, which can facilitate any and all possibilities. My English course is indeed rigorous. Yet, it provides students a balanced, standard-based program emphasizing and integrating reading, writing, speaking, and listening with language. I am confident that if your child puts forth great effort, he/she will not only earn an above average understanding of grammar but also, become a proficient writer. It is my goal, and I am certainly determined, that each and every one of my students achieve success in English.

Below is a list of rules and procedures for my course. Please read them carefully with your child. If you have any comments, questions or concerns, never hesitate to contact me.

Classroom Rules and Procedures

Procedures

Procedure #1 English homework is generally given every night.

Procedure #2 Vocabulary index cards are due on Tuesday. A vocabulary quiz on the first four of ten words is given every Wednesday. A vocabulary test on all ten words is given every Friday. Vocabulary worksheets are due every Friday.

Procedure #3 All grades will be updated on schoolspeak every Tuesday.

Procedure #4 Homework folders will be passed out every Tuesday. These folders will contain all the pertinent work done by the student from the previous week. It is the parents responsibility to review the

work contained in the folder and sign on the form attached. Your signature indicates that you have reviewed the enclosed work and checked the grades on schoolspeak.

Procedure #5 Homework is collected and logged in daily. Parents will receive an e-mail notification if their child did not turn in their homework that day.

Rules

Rule #1. Class begins as soon as you enter the classroom. Upon entering the room, maintain silence; go immediately to your seat.

Rule #2. Upon reaching your seat, check to see whether there is an assignment on the board. If so, immediately begin the assignment. If not, immediately open your notes and begin reviewing yesterday's lesson.

Rule #3. If you arrive late to class, *quietly* set down your books at your desk. I will brief you with the info that you missed when I am done lecturing.

Rule #4. If you must leave the classroom *for any reason*, please raise your hand and ask permission. I must know where you are at all times.

Rule #5. Classroom posture should display attentiveness. Sit upright in your desk, with face and knees forward. No laying your head on desk; no closing eyes for extended periods; no placing knees in the aisle.

Rule #6. The class ends when I dismisses the class, *not when the clock says*. Students may not prepare to leave the classroom (close their books, begin talking, gather their things, stand up out of their seats, etc.) until the I dismiss the class.

Rule #7. Save all worksheets, handouts, tests, and quizzes. Take notes for all class lectures. Failure to do so may result in a reduction in your grade.

Rule #8. Turn in assignments *only* during class. Late assignments will be docked a certain amount for each class day late after the due date.

Rule #9. Whenever you miss a class, *on the first day back* submit a note to me proposing a make-up time. Grades will be deducted for classes that are not made up for in a timely manner.

Rule #10. Respect others and their property. *Follow the Golden Rule!*

Rule #11. Bring all required materials to class, including a heart and mind - ready to learn.

Rule #12. No disrespectful words or gestures *ever*.

Rule #13. Refrain from talking during lectures and seat work. No passing notes.

Rule #14. No tapping, drumming, whistling, humming, grooming, etc.

Rule #15. No chewing or drinking in class except for medical emergencies.

Rule #16. Do not leave your seat during class. If you have to throw trash away, please do that at the end of class time. If you have to use the restroom, please raise your hand and I will give you a 'hall pass.'

Rule #17. Do not crumple paper. Paper trash is to be folded before disposing in trash can.

Rule #18. Follow the school's Code of Conduct always!

Rule #19. M.L.A Heading

Rule #20 Homework must be neat and complete.

Rule #21 When turning in a homework assignment, it may not have 'cross-outs' and 'back of paper' may not be used. White-out is allowed.

Rule#22 Homework folders will be given out every Tuesday. These folders will contain the students work from the previous week. All homework folders must be signed by the parent and returned the next day for credit.

Rule #23 Agenda books must be used daily

Rule # 25 If you ever need any extra help, please ask me. I will always find the time to provide extra help when needed.

Rule #26 Incomplete work and missing work always has a value of zero. However, opportunities to complete the work will be given for partial credit.

I am confident that this will be an outstanding third quarter and look forward to working with your child to continue the St. Margaret Mary School tradition of academic excellence!

Blessings,

Mrs. Zimmerman

Principal