**Dear Parents and Students**,

 Welcome to a new semester of Language Arts. My name is Margaret Kraft and I am excited to teach Sophomore Language Arts and Honors Language Arts here at Edsel Ford! I have a Bachelor’s Degree in Education with a major in English Language and Literature and a minor in Communication Theatre Arts. I also have an MA. My energy, teaching experience, and quality lessons are only one half of the equation which is completed by student effort and motivation. I work very hard and I expect hard work in return. Beyond the teacher /student work ethic, we will also strive to create a respectful classroom community.

 Welcome, my name is Patricia Kivi and I am excited to be co-teaching with Mrs. Kraft and working with your children! I have a Bachelor’s Degree in Education with a double major in Language Arts and Social Science. I also have an MA in Special Education. I work very hard on building positive relationships with my students to foster a welcoming, safe school environment to promote student learning. In addition, I provide different strategies/techniques for students to be successful in the completion of their assignments.

 The rules for Language Arts 4 are below, and they include classroom and blog expectations, necessary supplies, absence procedures, and a late work policy*.* **My blog is updated periodically to keep students updated on work, provide material for printing, and view upcoming assessments and homework due dates.** **Students who are ABSENT are expected to keep up to date and have the necessary materials and assignments when they return to class**.

 Parents and students, view the classroom policies, then print and sign this sheet only and have your student bring it to class by Friday, January 31st.

**\*\*Our signatures below indicate that we have read, understand, and agree to abide by the policies and guidelines described in the rules as well as the expectations for Mrs. Kraft’s blog.**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Neatly print your first and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Parent email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rules for Language Arts 4 – Kraft, Kivi

1. Bring the necessary supplies to class daily: **one notebook** (80 pages minimum, wide ruled), **a folder** with pockets, prongs, and **wide ruled loose leaf**, **dark blue or black ink pens**, and a yellow highlighter (optional).
2. Be prompt and prepared. Make up all work due to absence in a timely fashion. ***Absent students should check the blog at home for updates***, check the daily calendar in class, and get work from the Absent Box upon return. Get notes/DLPs from a classmate immediately. If the absence occurs on a test day, be prepared to make up the test upon return. Make every effort to be here on test days!
3. Complete all work neatly and in ink. ***Pencil is not accepted***. Modern Language Association (MLA) citation will be used on Book Talks, Writer’s Notebooks, essays, and some analyses.
4. Food and drink are to be consumed outside the classroom.
5. ***Set all electronics to mute during class***. Violations will result in the item being taken and sent to the office with a write up. If a student refuses to give up the electronic device, a referral will be written. Room E2 is a RED ZONE because cell phones distract.
6. In order to prepare for the business world and foster respect, students should ***not wear hoods or hats in class.***
7. Do not abuse hall passes.
8. Academic honesty is required. A student who chooses to violate this will receive both a zero on the assignment or test and a write up.
9. ***Text Books – We now have a class set!*** Keep your assigned text book at home and use it for homework. You’ll be assigned a text while in class. The class set stays in E2.
10. **Blog –** The blog can be accessed through the Edsel Ford website **or** by going to <http://iblog.dearbornschools.org/kraftm> . Students may be required to print out directions, worksheets, weekly articles, and review sheets***. Students are to check the blog for announcements, assignments, and extra credit opportunities.***  ***This ESPECIALLY includes any school day a student is not in attendance!***
11. Expect Weekly/Biweekly: vocabulary (usually given on Monday with a Friday quiz), Article of the Week ***(A.O.W.)***, literature selections (Friday quiz), Writer’s Notebook, and Daily Language Practice. This is in addition to essays (argumentative focus), speeches, presentations, and tests.
12. Grading policy: Summative – 80% (quizzes, tests, formal writing- includes Writer’s Notebook )

 Formative – 20% (vocabulary lessons, class work, homework)