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August 31, 2010

Dear Incoming Sixth Grade Families,

Welcome to a new and exciting year as your child experiences these first baby steps toward junior high. It is our privilege and pleasure to serve as your sixth grade homeroom teachers. We look forward to a stimulating and enriching year of personal, social, academic, and spiritual growth. Our personal classroom procedures and policies will be distributed and discussed at Back-to-School Night on September 9th at 7:00 p.m. Until then, should you need to contact us, please note the following methods that will best fit your situation.

Communication is key to the success of our academic relationship. In order to best serve the needs of *all* our students, it is necessary to establish clear guidelines for parent/teacher communication.

- For **SIMPLE QUESTIONS or UPDATES**: please contact us through school email.
- For **DAILY HOMEWORK ASSIGNMENTS**: please visit our individual blogs.
- For **URGENT or “TIME SENSITIVE” MATTERS** (*i.e. Go to Staycare after school OR Your lunch is at the front office*): please leave a message with the school office at (714) 962-4451.
- For **INDEPTH COMMUNICATION OR MEETINGS**: our “office hours” are respectively Tuesday-Friday mornings from 7:00-7:30 a.m. *by appointment only*. It is important to schedule an appointment in order for the teacher to be available and appropriately prepared for each meeting. Days without scheduled appointments will be spent planning curriculum, grading papers, and attending to other school responsibilities. We count on these available time slots to be productive during the school day so that we may be available to our families at the end of the day.

**UP-COMING DATES OF INTEREST:**

**Back-to-School Mass on Friday, September 3<sup>rd</sup> at 11:00 a.m.**

**Back-to-School Night on Thursday, September 9<sup>th</sup> at 7:00 p.m.**

**ITBS Testing begins the week of September 27<sup>th</sup>**

See you at Back-to-School Night!

Mrs. Copeland 6A

Mrs. Hazlin 6B

