

## Seventh Grade English Language Arts Introduction Letter

Dear Parent/Guardian:

Welcome to 7th grade! My name is Jennie Richter and I will be your child's Language Arts teacher. I look forward to working together with you to ensure that your child receives the best education possible. During the first week of school I will discuss the rules and expectations for my class. I am sending you a copy of what we will discuss for you to keep at home, so that through working as a team, we can help your child find success in my classroom. I am attaching my syllabus which includes my grading policy as well as classroom rules and procedures. Please read over these sections with your child and sign at the bottom of the page indicating that you have read and understand my expectations. Please keep the information sheets, so you may refer to them in the future. Have your child return the bottom portion of this letter to me by Friday, August 21, 2015. If at any time during the year you have questions concerning your child's progress, please contact me. The school phone number is 843.763.1529, however the most efficient method of contacting me is through email, [jennie\\_richter@charleston.k12.sc.us](mailto:jennie_richter@charleston.k12.sc.us). I look forward to meeting you and working with you and your child throughout the coming year.

Sincerely,

Jennie M. Richter

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### **Sign and return this portion**

#### **Student signature:**

I, \_\_\_\_\_ read and understand Ms. Richter's classroom policies and expectations.

#### **Parent signature:**

I, \_\_\_\_\_ read and understand Ms. Richter's classroom policies and expectations

# 7th grade English Language Arts Course Syllabus 2015-2016

Ms. Jennie Richter  
Room: 243  
Team 7A

**Welcome to a new year at C.E. Williams Middle School!**

## **Teacher Contact Information:**

Room: 243

Email: [jennie\\_richter@charleston.k12.sc.us](mailto:jennie_richter@charleston.k12.sc.us)

SiTOO schedule: Thursdays 1:04-1:44

After School Tutoring: Thursdays 4:00-5:00

## **Philosophy**

Students will work independently as well as collaborate with partners and groups. Lessons are centered on having students think critically, making connections from the text to themselves and the world around them. Students must come to class prepared and ready to engage so that class discussions, activities, and projects are successful. It is expected that everyone participates to the best of their ability! Classroom instruction will be differentiated to meet the needs of all learners.

## **Standards for 7<sup>th</sup> grade Curriculum and Year Plan:**

South Carolina standards can be found at

<https://ed.sc.gov/scde-grant-opportunities/NewSCStandards.cfm>

(grades 6-8)

## **Required Books: (Given by School District)**

*Collections Grade 7*. Houghton Mifflin Harcourt.

## **Grading Scale**

**Assessments: 50%**

**Classwork/Participation: 40%**

**Homework: 10%**

## **Assessments**

Assessments can be given at any time. They can take the form of a quiz to check for understanding, an essay at the end of a unit of study, or a culminating project that requires students to show their knowledge of the material. With the exception of quizzes, assessments will be given with appropriate notice. (Type of assessment will vary, depending on the nature of the material.)

### **Classwork/Participation**

There will be numerous in-class activities, group assignments, and daily activities throughout the year that will be used to reinforce lessons and to develop critical thinking skills. A student must participate in the activities carried out in class in order to receive full credit. These activities will be used to gauge student understanding of the material, as well as mastery of South Carolina State Standards. If students do not complete classwork or participate in class, no credit will be given.

### **Absences/Make-up Work**

Classwork is due on the date it is assigned or the next day if it is taken home to be completed. Late classwork will not be accepted unless arrangements have been made with me. If you are absent, you will have up to 5 days to make up missed classwork.

### **Grades and Progress Reports**

Grades are maintained online through a portal called PowerSchool. You will be receiving information in the coming days on how to access this. Grades are updated weekly (if not daily). The school will provide a hard copy progress report every two weeks, so be on the lookout! Through Sharp School (my webpage), I will also post things that are pertinent to our class, such as procedures, rules, glossaries, assignments, etc. Visit <http://williams.ccsdschools.com/>. At the school's website go to Staff>7<sup>th</sup> grade classes> click Ms. Richter's English Classes. My webpage should be up and ready to go by next week 8/24/15.

### **Class Rules**

- Be in your assigned seat with required materials ready at the beginning of class.
- Keep hands, feet, objects, and unkind words to yourself.
- Obtain teacher's permission to speak or leave seat.
- Follow all school-wide expectations.

**Be Prepared** - Please bring to class each day a pencil, pen (blue or black ink only), textbook, composition book, 3-ring binder with paper, and highlighter

\*free read book is recommended however there will be some books available in class

### **Consequences**

- Verbal Warning
- Lunch/Recess Detention
- Mustang Reflection
- Seat Change
- Parent Contact
- Office Referral

**Severity Clause: *Blatant misbehavior (fighting, extremely rude/crude behavior, defiance/disrespect) will result in a student being immediately sent to the office and a referral will follow.***

### **Classroom Procedures**

Entering Class: Students are expected to enter class quietly with all necessary materials and sit promptly in their assigned seat. As soon as you are seated, you will have bell work to begin working on.

While in Class: Students may leave their seat during class to throw things away, get a tissue, sharpen pencils, etc., provided I am not speaking. Students must raise their hand before speaking.

Exiting the Room: The teacher will dismiss students from class when their area is clean and all students are seated quietly. The bell is a reminder of dismissal for the teacher. The teacher will always dismiss the class.

**Please contact me with any questions or concerns. I look forward to an exciting year!**