

Name \_\_\_\_\_

Period \_\_\_\_\_

**Mr. Fonseca**  
**English Language Arts**  
**Classroom Introduction Letter**

Dear Parents/Guardians,

I would like to take this opportunity to introduce myself, I am Mr. Fonseca. I am looking forward to having a great year with my new students. Here are a few things for you and your child to know to help make this a successful academic year.

**Communication**

The best way to get a hold of me is through email ([dfonseca@tvusd.k12.ca.us](mailto:dfonseca@tvusd.k12.ca.us)).

**Classroom Rules**

All school rules are adhered to at all times. The key words "Courtesy, Respect, and Responsibility" are the foundation for my rules and will help the classroom to be a place of learning and enjoyment for everyone.

The consequences for not adhering to these rules are as follows:

- Verbal warning
- Written essay (possibly with parent signature)
- Removal from class
- Parent email or phone call
- Office referral and/or class suspension

Remember that these are just guidelines, and at my discretion, I may skip some steps depending on the severity of the offense.

**Behavior**

This class will occasionally be using laptops or computers over the course of the year. The expectation is that students use the laptop or computer for the purpose intended, whether it is to research, create a PowerPoint, or type an assignment. If a student starts to stray by messing around in settings, or making the laptop or computer "talk", or changing the direction of the screen, just to name a few, that student will lose the privilege of using the laptop or computer for that project and will still be responsible for completing the project on his or her own. If it happens again, that student will lose the privilege of using any laptop or computer for the rest of the semester and again will still be responsible for completing the work on time.

**Daily Agenda/Homework Webpage**

In order to help you monitor the homework, I provide a tab on my webpage with a link. The tab is labeled "Agenda/HW". Once there, click on the link to the right. This gives you an opportunity to know the information that should be in your child's planner. Plus, if your student is ever absent, you know what work was missed. Please know that this is a courtesy, and that I might miss a day here or there throughout the year due to illness or other reasons. Please do not use this document as a replacement for your child writing it down in class. This will start within the first couple of weeks of school.

### Homework

Homework is written on the whiteboard and is reviewed at the beginning of class. With the exception of long-term projects, or otherwise stated, homework is due the day after it was assigned. All homework will be done in pencil unless otherwise directed by the teacher.

### Sloppy Work

Students are encouraged to show pride in their work and make all written assignments neat and legible. Students must invest time on their assignments to ensure quality performance. Sloppy work is not accepted and will not be graded—this includes torn or ripped paper. On the first offense, student will need to rewrite the assignment neatly and obtain a signature from the parent then return both the sloppy work and the corrected neat work the next school day. If it is not turned in the next school day, a zero will be given for that assignment. For any future offenses, a zero will be given.

### Late Work

I **do not** accept late homework unless the student has an excused absence. It is the student's responsibility to have the work in their hand when they come to my class, not "after school" or "at break". If a student is absent, school policy states that they have two days to turn in any missed assignments. If the assignment was due the day they were absent, it is due the day they return to school. It is also the student's responsibility to turn in any absent work to me within the allotted time or it will be considered late and not accepted. "Not knowing" about an assignment is not an excuse. I have an Absent Folder in class that has the Agenda and Homework for each day for students to review.

### Extra Credit

I really want your child to feel that he/she earned his/her grade based on his/her performance on required assignments. That sense of accomplishment is an incredible feeling, so, to that regard, I **do not offer extra credit** for individual students. There might be times when extra credit is offered, but it will be offered to the whole class so that all have that opportunity.

It is my sincere hope that this school year will be exciting and rewarding for each student. Working together, we can all succeed!

Please sign and return this **complete** form to me. Thank you.

Respectfully yours,

**Mr. Fonseca**  
**TMS**

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**Parent Name (Print)**

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**Parent Signature**

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**Student Name (Print)**

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**Student Signature**