



**Bruce Tracy - Team Aloha**  
**27171 Vista Delgado Drive**  
**Valencia, CA 91354**

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Parents,

Welcome to Team Aloha! We are looking forward to another great year. This start of the year letter will introduce you to some of the key elements of your child's English class.

**Team Aloha English on the Internet**

Our English class has its very own Internet page ([www.mrtracy.com](http://www.mrtracy.com)) where students and parents can access grades (updated every week), weekly assignments, vocabulary lists, information about upcoming team events, and much more. When a student is absent from my class, it is his/her responsibility to get the missing work from the Internet either at home or here at school. The grades will be posted on the Internet by student ID number, so it is important that you get your child's ID number early in the school year. Check the Internet often to keep track of how your child is doing throughout the year.

**Late Work Policy**

In the event of excused absences, a student gets an equal number of days when he/she returns to get the missing work turned in. *No late assignments will be accepted for any reason other than an excused absence.* If a student is absent for a quiz or a test, they can make up that quiz after school on the following Tuesday. Quizzes that are not made up at that time will be marked as a zero in the grade book.

**Grading**

Homework is worth 5 points, quizzes are worth between 10-15 points, tests are worth between 20-25 points, and projects are worth between 20-30 points. The grading scale is 90% and higher = A, 80% and higher = B, 70% and higher = C, 60% and higher = D, and below 60% is a failing grade.

**Video Permission Slip**

During the school year, we will be watching several videos to augment the curriculum. By signing the bottom of this letter, you are agreeing to let your child view these videos during the school year. If you do not want your child to view any particular film, send me a brief note and your child will be allowed to spend that period working in the library. Here is a list of films that we might view during the year: The Odyssey, The Muppet Christmas Carol, Brian's Song, Where the Red Fern Grows, and Holes.

## Journal Notebooks

Every student is required to have a 70-paged spiral notebook for English class. We will use these notebooks four days a week in class and we will use them for our vocabulary lists and journal entries. Nothing else will go in these notebooks. The journal notebook is one of the major grades for each quarter so it is very important that you go over these requirements with your child and check his/her notebook periodically throughout the quarter.

Each Monday, we have ten vocabulary words that the students need to write down in their notebooks and find a definition for each word. Each Tuesday, Wednesday, and Thursday, we work on assignments in the notebooks during class time. I collect the journal notebooks twice each quarter.

The notebooks are a completion grade, meaning that I do not grade them for content. Each student simply needs to follow five rules in order to earn a perfect score. The five rules are:

- 1) Every entry in the notebook needs to be written in blue or black ink.
- 2) Every page of the notebook needs the proper heading in the upper right hand corner (name, date, period, and page #).
- 3) Every vocabulary list needs to have all ten definitions.
- 4) Every journal entry must be written to the bottom of the page. The entry must reach the last line of the page to earn credit for that page.
- 5) Students must use wide ruled notebooks for this project.

Every page in the notebook is worth one point. If the page follows the rules listed above, it earns a point. If a page is missing anything from the list above, it is not worth any points.

We spend 10-15 minutes in class on Monday through Thursday working on the notebooks. Any entry that is not completed in class can be completed at home. Students are responsible to complete any entry that they miss when they are absent.

Hopefully this explains the journal notebook and will help you to check on the notebook during the quarter. We will have a journal notebook each of the four quarters.

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*Please sign and return the bottom portion of this letter with your child to let me know that you have read this start of the year letter. This signature also will act as a permission slip to view the videos listed on this form.*

X \_\_\_\_\_ Student Name \_\_\_\_\_  
Parent Signature