

Introductory Letter for MS/HS Language Arts Class

Dear (*insert student name*),

Your journal is a place for us to talk this year about books, reading, learning, authors and writing. You'll be talking about literature in letters to me; I'll write a letter back to you within twenty-four hours. All our letters will stay here together; arranged chronologically, as a record of the thinking, learning, and reading we did together.

In your letters talk to me about what you've read. Tell what you noticed. Tell what you thought and felt and why. Tell what you liked and didn't like and why. Tell how you read and why. Tell what these books said and meant to you. Ask questions and for help. And write back about ideas, feelings, experiences, and questions.

As a bare minimum for passing this course you must write at least one letter a week in your own literature journal. You may write as often as you wish. I promise to write back at least once a week.

When you write to me, put your journal in my mailbox near the homework trays. Again, your journal will be returned within twenty-four hours. The only exception to this would be when a journal is turned in on Friday; then it will be return first thing Monday morning. You may read letters and respond to letters both during and outside the reading workshop.

Please date your letters in the upper right-hand corner. Please number the pages of the notebook, as in a book. Please mention the title of the book you're talking about and, since the proper way to indicate the title of the book is to capitalize and underline it (e.g. Jay's Journal, To Kill a Mockingbird,) please capitalize and underline the titles of books to which you make reference.

Finally, enter the title and author of each book you finish this year on the log sheet that we will keep in the reading workshop section of our 3-ring binder. This record will serve as a quick reference.

Your collection of letters will provide one-fourth of your grade in the reading workshop. Follow the procedures outlined above, write often and a lot, and correspond about your thoughts on literature with involvement and care, and you'll do well.

I look forward to your letters.

Sincerely,

Example: Introductory Letter for MS/HS Math/Science Class

Here is the letter that starts off non-language arts classes. It allows for great opportunities to differentiate products as well as create important processing time for important content. A copy of the letter is taped on the inside cover of each students' journal.

Dear (insert student name),

Your journal is a place for us to talk this year about projects, experiments, current events, questions and connections between what we are learning in class and your own life.

Sometimes we will turn to our math/science journal to respond to quotes, statistics or a “Do Now” activity. Mostly, you’ll be talking about math/science in letters to me; I’ll write a letter back to you within twenty-four hours. All our letters will stay here together; arranged chronologically, as a record of the thinking and learning we did together.

In your letters talk to me about what you’ve been thinking about what we are learning. Tell what you noticed. Tell what you thought and what connections you made to other things you know and have learned. Tell what you liked and didn’t like and why. Ask questions and for help. And write back about ideas, feelings, experiences, and questions.

As a bare minimum for passing this course you must write at least one letter a week in your own math/science journal. You may write as often as you wish. I promise to write back at least once a week.

When you write to me, put your journal in my mailbox near the homework trays. Again, your journal will be returned within twenty-four hours. The only exception to this would be when a journal is turned in on Friday; then it will be return first thing Monday morning.

You may read letters and respond to letters both during and outside of our class time when we have a “Do Now”-choice or after independent work is completed.

Please date your letters in the upper right-hand corner. Please number the pages of the notebook, as in a book.

Your collection of letters will provide one-fourth of your grade in the class. Follow the procedures outlined above, write often and a lot, and correspond about your thoughts on math/science with involvement and care, and you’ll do well.

I look forward to your letters.

Sincerely,