

**8/08/08**

**Hello Parents and Guardians :**

**My name is Pauline Nicols. My areas of instruction include:/8th Grade- American Studies w/Ms. Memberto and 9th Grade w/ Ms. Fillmon World History. 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> periods are instructional time with my 7<sup>th</sup> Grade Resource English students . My plan period is 6<sup>th</sup> hour.**

**My goal is to ensure your child feels they are a vital part of our Smith Jr. H.S. campus, gain skills with writing process, and learn what's important in being a good citizen. I'm committed to establishing a working relationship between myself, my students, and you, the parents.**

**To promote this partnership and encourage growth and success; I invite and encourage you to contact me whenever you have a concern Phone # 472-9976, hours of availability; 8 to 8:50, 2:45 to 4:00 PM.(except when I have duty ) I promise to always contact you at the earliest possible time no later than a 24 hour turn around. Our Smith planner is used as a very important communication tool between home and school.**

**I recommend strongly that you check your child's planner daily. I do give my students a Guidelines, Expectations,, and Procedures Handout such as; grading and homework policies which is carefully explained in my classes. They are encouraged and required to return so I know you are aware of my class system .**

**If signed and returned promptly I will give extra credit to all my resource students at the beginning of this school year.**

**Respectfully,**

**Mrs. Nicols**

**Email – ptnicols@mpsaz.org**