

Writing Lab  
Date\_\_\_\_\_

Name\_\_\_\_\_Period\_\_\_\_\_

Writing Lab  
Ms. Plummer  
Voicemail ~ 807.3600 extension #1211  
Email ~ [jplummer@ntschoools.org](mailto:jplummer@ntschoools.org)

**Purpose:** The purpose of this course is to help students experiencing difficulties with basic writing skills. The goal of this course is to raise the students' writing competencies to levels that will help them successfully pass the English Language Arts (ELA) Comprehensive Regents Exam. It is also designed to help students improve their writing skills in their English classes.

**Content:** Because this is a writing workshop, you will work at your own pace. Therefore, I will help you with time management. You will receive packets that practice various types of writing and ELA exam tasks. You will be assigned a due date. For most of the packets, you will have two weeks (five class periods) to complete the work. What you choose to do with your class time is up to you; however, the work that is assigned is due on its due date. Our textbook can be used at anytime with the packets, as the textbook goes into further detail on each type of writing. Each grade level has a textbook for your reference. We may also do some activities out of the textbook from time to time.

**Required Supplies:** Supplies are available at the school store as well.  
~ loose leaf paper  
~2 pens (blue OR black, not one of each) OR 2 pencils  
~1 red pen (for editing)

I will provide you with in-class binders.

**Grading:** This is a non-credit class. All I ask is that you TRY and complete the work that is assigned to you. A grade of satisfactory (S) or unsatisfactory (U) will appear on your report card.

**Homework:** Homework is not assigned because this class is in addition your regular English class. However, if it is warranted, I will assign it!

**Attendance:** Students are expected to attend class as scheduled. Every day is important. Excessive absenteeism slows progress, or perhaps, will yield an unsatisfactory grade. Students are expected to be in their seats ready to begin with necessary materials when the bell rings. A record will be kept of times tardy or classes skipped. If a student skips class or is truant from school, a grade of unsatisfactory is given for the work done during that class. Student Handbook procedures are in effect.

**Dismissal:** I dismiss you, not the bell. You will remain in your seats until I am ready to dismiss you.

**Conferences:** I can meet with individual students during the class time to discuss individual progress and problems. If you need assistance, please ask.

It is the responsibility of each student to make the teacher aware of any special needs, concerns, and problems. I am better able to accommodate and problem solve special situations when I am aware of them in advance.

All NTMS Student Handbook rules are in effect in my classroom. Please review the handbook as needed.

~~~~~

Declaration: I have read and understand the above information.  
Please sign and return the bottom portion of this sheet by **FRIDAY, SEPTEMBER 6!**  
A copy of this form can be found on my teacher page of the school's website.

\_\_\_\_\_  
student signature

\_\_\_\_\_  
parent/guardian signature

Please use the bottom of this page for comments/concerns. Include a phone number and a range of times for me to call you. If you prefer, send me an e-mail and I will "return your contact" that way.