Dear Parent and/or Guardian,

I am so **EXCITED** to have your child as a student in my room this year! I truly believe that this is going to be a great year here at Highland Hills Middle School. Please be sure to review the Course Policies.

My plan is to have any assignments for my class available through my class web page, which can be found through the school website. Click on Teachers to find it at <http://hhms.nafcs.k12.in.us/>. You can also find my website by going to the following link: mrsbizzell.weebly.com.

Communication is something I find exceptionally important. If you have any questions or concerns about your child’s progress, email is the best way to communicate throughout the day. I typically will be able to respond within 24-48 hours, sometimes quicker. My school email is [kbizzell@nafcs.k12.in.us](mailto:kbizzell@nafcs.k12.in.us)**. Please include your child’s first and last name in the subject line so that I know whose parent I am communicating with via email.** Any email received with a blank subject line will not be opened due to computer viruses.

If you would like to sign up for Remind101, which is a stellar way for your student to receive reminders about assignments, upcoming tests, large projects, and other important information throughout the year, please go to the following link online: <https://www.remind.com/join/kbiz>. You can also sign up easily using your phone by texting the message **@kbiz**  to the number **81010**. This will allow you to receive text updates with all the reminders I previously listed. I love some good technology!

Again, I am looking forward to a great year here at HHMS. I can’t wait to get to know you and your students as the year progresses. Welcome to seventh grade English!

Sincerely,

Katey Bizzell