



THE LOUIS ARMSTRONG MIDDLE SCHOOL

32-02 JUNCTION BOULEVARD, E. ELMHURST, NY 11369 (718) 335-7500 / FAX 779-7186

Helen Ponella, Principal I.A.

Irene Filakouris, Assistant Principal House 2

Dear Parents/Guardians:

Hello, my name is Gregory Grambo and I am your child's technology teacher. This year we will focus on a broad range of topics. I will emphasize the building of academic, professional, and social skills. We will begin the year by establishing the foundation of inquiry and methodology.

I am dedicated to providing the content and teaching the skills for your child to reach their peak potential. This also includes building their independence, confidence, and a sense of personal responsibility towards learning. In addition, I hope to instill upon your child the value of their education in the hopes that they will continue learning far beyond the realm of the classroom and grasp every opportunity as a learning experience.

In my classroom, the rules can be summarized into three basic concepts:

- 1) Show respect
- 2) Do your best
- 3) Help one another.

With regards to my expectations for student work, please see my grading rubric. I believe each aspect is extremely important to your child's success. If a child is lacking in one area, it will surely impact all areas. I cannot stress enough the need to **stay focused during class** and **take excellent notes in their composition notebook**. The information students need to understand will come directly from class discussions and class activities.

I am also available to both students and parents by e-mail (grambo227q@aol.com) or by calling the school at (718) 335-7500 to schedule an appointment. I look forward to working with you and your child to ensure their success.

Sincerely,

Gregory Grambo

I have read this letter and I understand that I am required to sign all of my child's work.

_____ parent signature _____ date

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