

Dear Parents and Guardians,

I hope you had a wonderful winter break! The end of the school year is fast approaching, and as we prepare your student for the next grade level I wanted to keep you all informed about the policies and procedures in your student's Science classroom.



Late Work

Starting on Monday, January 14th, late work will only be accepted for **HALF CREDIT**. If the student does not turn in the assignment the work will be a **zero** (reflected in Focus as a "Z"). Please make sure they are showing you their planners/science notebooks to show you upcoming assignments and assessments, as they are posted in the room weekly. One of the best ways to keep on top of your child's work is by checking our class website at www.hawkinsscience.weebly.com.

Absent Work Policy:

With an **excused absence**, work will be accepted at a later date. It is the students' responsibility to check and see if they missed any assignments when they were absent. After receiving the assignments they will have **3 days** to turn in the work. If they have been absent for an extended time, they will have an extended period in which to turn in work. After the 3 days (unless given more time) the work then turns into late work and will follow that policy.

Materials

Students need to come to class daily with a pencil or pen and their SCIENCE composition notebook, along with their best behavior!! ☺

Class Rules

In your student's science classroom we abide by specific classroom rules and expectations. We reviewed these in class today (please see the back of this paper), and we will continue to follow Raa's discipline plan for non-adherence to these rules. Please review these with your student to ensure that we will end our school year on a great note!

Please feel free to e-mail me at any time with questions or concerns. ☺

Allie Hawkins
hawkinsal@leonschools.net

Please return by Monday, January 14th. Additional copies of this letter can be found on our class website.

Student Name _____ Student Signature _____

Parent Name _____ Relationship to Student _____

Parent Signature _____ Date _____

Parent E-mail _____ Parent Phone _____

Rules and Procedures Review

Hawkins - Science

Name: _____

By this time you have been in this class for over 4 months - you should be very familiar with our class rules! Let's review these rules to make sure we will have a successful rest of the school year!

What are the rules that we follow for this class?

| Rules | | Example of Breaking Rule | Example of Following Rule |
|-------|--|--------------------------|---------------------------|
| L | | | |
| E | | | |
| A | | | |
| R | | | |
| N | | | |

What are the consequences for breaking these rules?

- 1.
2. Parent Contact - phone or email
- 3.
4. After 3 detentions (from ALL teachers), _____

Fill in the following chart to remind yourself of the procedures for our classroom.

| Question | Procedure |
|---|-----------|
| What should I do when I FIRST come into the classroom? | |
| Where should I be when the bell rings? What happens if I am not there? | |
| When is the best time to ask to get water/use the restroom? **You should know that if you ask at other times, the most likely answer is NO! | |
| What should I do when I hear Ms. Hawkins call our class to attention? | |
| When should I sharpen my pencil? | |
| Where do I turn my work in? | |
| When is an appropriate time to talk to my friends? | |
| What should I be doing if Ms. Hawkins is talking? | |
| What happens if my name is left when a substitute is here? | |

Two things that will not be tolerated in this class:

- 1.
 - 2.
- If I choose to engage in these behaviors, **I AM CHOOSING** to accept the consequences that are given. I need to keep in mind that not following class rules and procedures also **results in a reduction of my participation grade, and/or additional consequences listed above.**