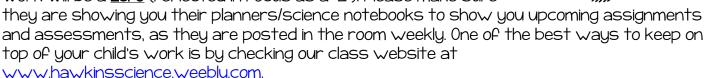
Dear Parents and Guardians.

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 II<sup>th</sup>, late work will only be accepted for <u>HALF CREDIT</u>. If the student does not turn in the assignment the work will be a <u>zero</u> (reflected in Focus as a "Z"). Please make sure



# Absent Work Policy:

With an <u>excused absence</u>, 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 <u>3 days</u> 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!! ③

#### 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 Hawking hawkinsal@leonschools.net

Please return by Monday, January 14 Hdd	amonal copies of this letter can be found on our class website.	
Student Name	Student Signature	
Parent Name		
Parent Signature	Date	
Parent E-mail		

Rules	and	<b>Procedures</b>	Review
Hawk	ins -	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		
Ε		
А		
R		
N		

What are	the consequence	es for breaking	these rules?

l.	
2 Parent	Contact - phone or 6

2. Parent Contact - phone or email

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:

2.

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