

August 25, 2014

Dear Parents/Guardians,

My name is Brenda Pittman. I will teach your child **Reading, Math, and English** this year. I am sending a list of expectations and supplies your child will need for my class this year. Please read, sign and return this page and bring classroom supplies on or before Sept. 3, 2014.

#### Expectations

1. Be in your seat when the bell rings or you are tardy. 3 tardies = detention
2. No gum, food, candy or drinks in class. 3 offences = detention
3. Bring materials to class every day – pencil, paper, notebook and homework. 3 offences = detention
4. Homework must be completed before class. No late work is accepted. Any work not turned in results in a zero in the grade book.
5. Respect all students and adults. Consequences for this offence will vary depending on the situation.

#### Supplies:

Reading – pencil or pen, 2 black or grey pocket folder with brads, and  
1 box tissues

English – pencil or pen and 2 blue pocket folder with brads

Math – pencils only, one box of tissues and 2 red pocket folders with brads

#### Grading Procedures:

Daily grades are averaged and count as 50% of the six weeks grade.

Test grades are averaged and count as 50% of the six weeks grade.

Accelerated Reader will count as 3 test grades per six weeks (Reading Class).

Each subject Reading, Math, and English will have a test weekly, most Weeks, either on Thursday or Friday.

Returning this note by Sept. 3 will award your child a 100 in my class. I am looking forward to a productive school year. Please call 863-5301 EX 265 if you have any questions or concerns.

Sincerely,  
Brenda Pittman

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Student Signature

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Parent Signature