

**Dear Parent or Guardian:**

My name is Heather Middleton and I am your student's Science teacher. I want you to know how excited I am to be given the opportunity to work with your student here at Bronte ISD. I know that with your help, we can ensure your child's success in my classroom.

Attached you will find pages of information pertaining to my *Classroom Guidelines, Grading Procedures, and Classroom Supplies*. I have reviewed these pages with your student today and they are aware of the information contained herein.

This year we are using a program call **Class Dojo**. This program is used to send out information about what is occurring at school as a district. In my class, I use a separate program called **Remind**. This program allows me to remind students and their parents of important dates pertaining to assignment due dates and tests. We will also be using this program to assist with your student's course of study. There is a separate attachment which will explain how this will work. Each of our classes are assigned a unique texting code by which we will be notifying you. You will find instructions for your student's class in this packet. Please take a moment to review it and sign up for important notifications. I believe that being proactive is the best deterrent to helping our students to be successful, especially when it is evident that they are falling behind for whatever reason.

I ask that you take a few minutes to review the attached sheets so that you will be aware of how your student will be expected to perform while in my classroom this year. Should you have any questions or if you would like to discuss this further, you may reach me at the phone number or email address listed below. If you wish to set up a time for a parent/teacher conference, please contact the High School office for a schedule of my conference hours.

Again, I would like to express my excitement of having the opportunity to instruct your child here at Bronte ISD. I look forward to working with you to ensure your child's success in my classroom.

Heather Middleton  
Bronte High School 325.473.2521  
School Email: heather.middleton@bronteisd.net

Please **sign in the space provided** to verify that you have received and reviewed the information contained along with this letter. Please have your student return it to me no later than

\_\_\_\_\_.

Thank you for your assistance.

-----  
Student's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_(cell) \_\_\_\_\_(home)

## GRADING PROCEDURES

**10% ⇒ from grades on daily assignments (Homework, classwork)**

You will be responsible for completing all work assigned during any one 6-weeks period. You will be notified as to long term assignment due dates. All items in this category will become part of your notebook. **Work will be due the next day unless otherwise stated.** There will be **at least** 5 assignments per 6 weeks in this category.

**30% ⇒ from projects (quizzes, journaling, lab activities)**

Papers for each 6-weeks will accumulate until **after each** semester. The notebook should contain the following types of assignments:

Classwork/ Homework

Quizzes

Tests

**\*\***-Your notebook should have a logical order, either by date or by unit. This will make it easier to find assignments. Journals will be graded at least twice a 6 weeks. **One** grade per six weeks will be dropped from this category.

**60% ⇒ from Summative Assessments**

**Summative assessments** are defined as unit or concept tests. Students will be informed of each summative assessment well in advance-**generally 1-2 class periods**- before the assessment is given. If a student is absent the day of the assessment, the student is responsible for making arrangements to make up the assessment upon their return. A maximum of 2 days will be allowed in which to make up the assessment. **There will be a minimum of 2 assessments grades per grading period.**

### **Retest Opportunity:**

**\*\*\***Students will be given the opportunity to retake a test for a **MAXIMUM GRADE OF 75**. Before the student will be allowed to retake a test, they must attend at least one tutorial session with me and then will have 2 days in which to schedule the retest. This must happen within a total of 3 days after the initial test is returned to the student.

**(\*\*\*) PLEASE NOTE:** If you are participating in an extra curricular activity during school hours, your work must be turned in **BEFORE** you leave. This includes all assignments which have been assigned before the day of the school activity and are due the day you will be gone. (ex. Stock shows, basketball tournaments, football trips, etc.)

# CLASSROOM GUIDELINES

## 1. BE RESPECTFUL:

Be quiet and attentive when the teacher (or any other instructional person) is speaking. If a student has the floor for question or demonstration, be quiet and attentive. You are responsible for leaving a clean workspace for the next class. You will be held responsible for the welfare of all Bronte ISD materials issued for your use in this class.

## 2. BE ON TIME:

Be in your seat and ready to work by the time the tardy bell rings.

Bronte ISD's policy for tardies will be enforced.

\*\*\*Remember "To be early is to be on time, To be on time is to be late"

## 3. BE PREPARED:

Bring **all materials** that are required for this class. Once class starts, you will not be allowed to leave the room for forgotten materials. Be ready to turn in all assignments when asked to do so.

\*\*\*ALL WORK WILL BE PREFORMED WITH PENCIL OR LEAD FILLED INSTRUMENTS. NO EXCEPTIONS\*\*\*

## 4. BE RESPONSIBLE:

You are responsible for getting missed assignments due to any situation which caused an absence from my class. Per Bronte ISD's policy, if absence is due to illness or family situations beyond your control, you will be allowed **one extra day for each day missed** to turn in makeup work.

\*\*\*If absence is due to an extracurricular activity during school hours, any assignment that is due must be turned in **before you leave**. It is your responsibility to check on any assignments issued during your absence once you return to class.\*\*\*

## 5. REMAIN SEATED UNTIL I DISMISS THE CLASS.

The bell does not dismiss class---**I DISMISS THE CLASS**. I will let you know when it is time to start putting materials away.

## 6. NO FOOD OR DRINKS IN THE CLASSROOM.

There will be **no food, no gum, no drinks** allowed in the classroom. I will allow clear water bottles that are purchased at the store. Water will be clear---no flavoring packets added. I **must hear the seal be broken** in my classroom for the water to be allowed.

## 7. BACKPACKS IN THE CLASSROOM.

There is not much room in this classroom with desks and lab tables. Backpacks create an **increase** in safety hazards. These will be placed in the front of the room out of the way of foot traffic during class.

The guidelines set forth in the Bronte ISD Student Code of Conduct **will be enforced**. Please be aware of these guidelines and your responsibility as a student to follow them.

## LABORATORY/ACTIVITY POLICY

1. Grade is based on participation and work done.
2. Partners will be assigned until otherwise notified.
3. Replace all equipment to their original place or points will be deducted.
4. Every student will take a lab quiz.
5. Make up labs will be done before or after school, time permitting. \*
6. Lab grade falls in the 30% for projects.
7. Make-up labs will be done within 3 days of the lab performance.
8. All students will turn in own work unless otherwise stated.
9. Labs may not always be conducted in the lab area.
10. Students will be instructed when to go and return from the lab area.

\* - make-up labs may be report form dependent on lab type

## EXTRA CREDIT POLICY

1. Extra credit will NOT be accepted the last week of a 6-weeks.
2. Extra credit can replace one project grade.
3. Extra credit will be graded like any other assignment.
4. Extra credit will only be counted if it will help the grade, not to hurt it.

## MRS. MIDDLETON'S CLASSROOM SUPPLY LIST

**3-Ring Binder/Folder**---This will be used to hold on-going assignments and notebook paper.

**2 - 100 page Composition Book\*\*** - This will be used for ALL Notes as well as Engage/Laboratory/Research activities.

**Notebook Paper**---This will be used for class work/homework assignments.

**\*\*\*\*NO SPIRAL PAPER FOR TURNING IN ASSIGNMENTS\*\*\*\***

**Pencils/Lead Instruments**--- ALL WORK WILL BE PREFORMED WITH PENCIL OR LEAD FILLED INSTRUMENTS. NO EXCEPTIONS!!!!

**Highlighters**---Any color(s) that is pleasing to the student.

**Glue sticks** - Total of 3 for use throughout the year with your journal.

**Map Colors (Optional)** -Students will want to have a set of their own to use.

**Red Pen (Optional)**—This will be used for student grading of assignments when applicable.

**\*\*** - This is to ensure that students have enough room in their journal. If you do not use a lot of space for your work, one will be sufficient.

**Conference: 2:46 pm - 3:30 pm**

### **Cheating Policy:**

Cheating will not be tolerated ... period. A student that is caught cheating, in any form or fashion, and the other student off whom he/she is cheating will both receive "zeros" on the assignment and their parents will be notified (as in accordance with Bronte ISD policy).

Extra credit will not be used to replace a zero from a cheated-on assignment. Plagiarism is cheating and will be handled as such.

### **Forms of contact:**

Here are a few ways I can be contacted:

**Email:** heather.middleton@bronteisd.net

**Phone:** 325-473-2511