November 3, 2014

Dear Parents/Guardians and Students,

Each year brings a new and unique group of students to my classroom. Because each group is different I sometimes have to change policies to ensure each of you is able to be successful in 7th grade science. In addition to learning the 7th grade science skills you should be learning how to manage your time and advocate for yourself. These are skills that will be important to you in high school and throughout your life. Therefore, it is up to you to see me in a timely manner if you have questions about class work, absent work, missing labs or assignments, etc. Timely means you come talk to me ***before*** an assignment is due or immediately after you return from an absence. Please be aware that I generally will not discuss late or missing work during class time. I do care very much about your success, but I am not able to interrupt class to discuss grades, missing work, etc. I am available to provide you any help you need before and after school. Effective Monday November 10th, the new makeup work and late work rules below will apply.

**Updated Makeup and Late Work Rules**

**Makeup Work (for an excused absence)**

It is your responsibility to ask and look for what work was missed while absent. All assignments are in the bin on the counter, and both the white board and your calendar have information about daily work. The Desert Hills Planner states that students have one day for each day of excused absence to turn in missed work. Those day(s) begin the day you return to the classroom. After that period of time, assignments missed will be considered late work.

**Late Work**

Late work will receive a 25% penalty for each school day beyond the due date. Late work is defined as work that is not turned in on the day it is due, if you are present in class.

1 day late = 75% is the highest possible grade

2 days late = 50% is the highest possible grade

3 days late = 25% is the highest possible grade

4 days late = 0%

**Missed Quizzes or Test**

If you are absent on the day a quiz or test is scheduled, you must make it up within **ONE** week’s time before/after school or during lunch. It is your responsibility to make arrangements to make up this work.

**Missed Labs**

If you are absent on the day a lab is scheduled, you must make it up within **ONE** week’s time before/after school. It is your responsibility to make arrangements to make up this work.

**Science Binder**

Organization is an important skill that you will use your entire life. That is why I require that students have a binder just for science. It should have 5 dividers: Unit Work, Resources, State Standards, Tests, Hall Pass. This is a place to store the unit calendar, the unit work until the end of the unit, and state standard assignments until the end of the year.

A unit calendar is handed out each unit that lists all of the activities, assignments, and tests along with their due dates. If you pay attention during class, complete the assignments on time, and keep organized, you will succeed in this class.

Sincerely,

Mrs. Nelson

7th Grade Earth Science

2014-2015 School Year

Updated Makeup and Late Work Rules

I have reviewed the updated Makeup and Late Work Rules for Mrs. Nelson’s 7th grade science class (they are also available on our web page http://mrsnelsonsearthscience.weebly.com/) and understand the updated grading policies for this class.

**Keep the new rules page in your binder as a reference, but PLEASE TURN IN THIS PAGE BY FRIDAY NOVEMBER 7TH.**

**Student’s Name (please PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_**

**Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_**

I am looking forward to working with your child. If you have any questions or concerns about the expectations of the new grading, or about your student’s progress throughout the year, please contact me.

Thank you!

Julie Nelson

222-6600

e-mail: julie.nelson@ksd.org

Class website: http://mrsnelsonsearthscience.weebly.com/