

Dear Parents and Guardians,

Welcome to the new school year! I am so looking forward to teaching our child and want to thank you for allowing me the opportunity to be a part of our child's education. I want to use this letter as a start to a successful year and the beginning of an open and working dialogue between us by giving you my expectations and procedures for my classroom. I hope that this will answer any questions you may have and allow us to assist our child as he or she strives for excellence.

PARENT-TEACHER-STUDENT TEAMWORK

- You and I are the success team for our student. I want us to continually and openly work together to promote, support, and care for and about your child's safety, learning, and well-being. As a Henry County parent, I know how frustrating it is not to be able to get in touch with my child's teachers after the school day has ended. Therefore, please sign up for Remind, which will be the easiest way to get in touch with me. Please call on the weekend only in case of an emergency.
- When your child steps in to my class, I look upon them with the eyes of both a teacher and a parent. My high expectations are the same for your child as they are for mine, but so is the level of love, care, and protection. My classroom is to be a safe place for each of them and I will protect your child with the same dedication as I protect my own.
- If minor discipline issues arise, I will contact you first so that we may work together to help your child correct the issue and make better choices. For major issues, I will contact you and we will include an administrator and counselor to help us.
- You will have access to everything that we are doing in class. You are welcome to join us in class at any time. You may also have ideas or information that would benefit the class and would be a valuable asset to the curriculum.

CLASSROOM

- Zero Tolerance Policies include but are not limited to: zeros for assignments not being turned in, assignments turned in incomplete, bullying, disrespect for teachers and fellow students. Any of these will warrant a phone call to you so that we can help your child correct his or her behavior.
- Any level of academic dishonesty will receive a zero, a discipline, and a parent phone call. Academic dishonesty can be defined as, but not limited to, the following:
 1. Plagiarized work from any source where credit is not given, including cutting and pasting from a web source, downloading published papers, or printing off web pages and turning them in as work.
 2. Copying another's homework and turning it in as completed by the student, especially when partners or groups were not assigned by the teacher.
 3. Using notes or study guides to cheat on tests or exams.
 4. Copying from another student's test or exam.
 5. Taking pictures of any assessment or taking an assessment

Any cheating will result in a zero for both or all parties involved. Plagiarism will result in a zero on the assignment, assessment, paper or project.

- Please help your child be prepared for class. Students need to bring all essential supplies and texts to class every day so instruction time is not spent trying to locate supplies from other students. Any assistance needed will be granted!

If you have any concerns and questions, please do not hesitate to contact me via email at klawler@henry.k12.ga.us or Remind. I am looking forward to a wonderful year!

Respectfully,

Karen K. Lawler- Kelley, Ed.S

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