

Dear parents,

My name is Mr. Staiano and I will be your son or daughter's teacher this semester/year. Please take a moment to review this letter as well as the course syllabus with your son or daughter and complete and return the bottom portion by the second class period. Be sure to keep this letter for future reference.

GENERAL RULES: In addition to the rules and policies of AHS and LVUSD,

- the student will arrive to class on time and will be seated by the time the bell rings. Late arrivals will be considered tardy. The LVUSD attendance policy will be strictly adhered to.
- the student will arrive to class prepared with textbook, pen or pencil, notebook, homework, and other necessary materials every day.
- the student will **respect the rights and properties of others**. "Others" include teachers, students, and any classroom observers, guests, or visitors. "Rights and Properties" include personal belongings and personal space, as well the freedoms to speak, think, and learn in a comfortable environment. Infringements on the rights or properties of others will result in verbal warnings, calls home, and/or disciplinary referrals, depending on the infringements.
- the student will be aware of due dates. **No late work will be accepted.**
- the student will make up missed exams during support periods or by arrangement with the instructor. **Failure to make up an exam by the next exam will result zero credit.**
- the student will not use cell phones, ipods, etc during class.
- the student will honestly complete all assigned work and exams. **Cheating will absolutely not be tolerated** and the policies of AHS will be strictly enforced. Cheating includes, but is not limited to, copying answers on exams, plagiarism, forgery, etc.

USE OF SUPPLEMENTARY MATERIALS: Often, in order to make subject matter "come alive" it is useful to utilize contemporary media as instructional tools. Great care is taken to ensure that any supplementary materials are relevant and meaningful. However, at times the materials may contain contemporary language, violence, or other adult content. Your signature at the bottom of this paper indicates your approval of your son or daughter reading or viewing supplementary materials which may contain such content. Those students who do not receive approval will be directed to a study hall for the period. A list of materials can be made available to parents upon request.

GRADING POLICY: The assignment of grades is based on the following scale:

- 89-100% = A 79-89% = B 69-79% = C 59-69% = D below 59% = F

• There **may** be opportunities for extra credit throughout the semester.

CONTACT INFO: Please visit www.staianoland.com in order to review the course syllabus and keep track of assignments, grades, and other important information. You may call me at (818) 889-1262 ext 475 or email me at astaiano@lvusd.org if you have any questions or concerns. Also, you may visit our course blog at <http://staianopalooza.ning.com> or sign up for twitter updates at <http://twitter.com/staianoland>.

Thank you for all of your support.

- PLEASE PRINT CLEARLY -

I/WE HAVE REVIEWED THE PARENT LETTER AS WELL AS THE COURSE SYLLABUS.
I/WE UNDERSTAND THAT THE COURSE REQUIREMENTS AND/OR RULES MAY BE ALTERED AS
THE NATURE OR DIRECTION OF THE COURSE MAY WARRANT.

Course Name _____ Period _____ Grade _____

Student Name _____ Home Phone _____

Parent Name _____ Work Phone _____

Student email _____ Parent email _____

Student signature _____ Parent signature _____