August 18, 2015

Dear parent(s)/guardian(s):

 My name is Ms. Kelsie Schneck. This is my second semester teaching at Greenville High School. I recently graduated from Eastern Illinois University with my Bachelor’s in Career and Technical Education.

 I want to take this opportunity to introduce myself and let you know I am pleased and excited to have your child in Child Development. I am providing the following information to you so you will know what my expectations are and how your child can be successful in my class. Please take the time to discuss the information here with your child. Although I am going over this information in class, discussing it with your child will be a meaningful way to increase understanding. Please visit my website at kschneck.weebly.com, this will provide assignments for the week, and some worksheets. If you have any questions or concerns, please feel free to contact me at kschneck@bccu2.org or (704) 802-2593 or (618) 664-1370.

  **I believe that if we all work together, your child’s success is certain!**

**The purpose of this class** is to help students gain knowledge and understanding of the intellectual, physical, social and emotional development of children from conception through adolescence. The course content will center around the following duty areas: managing and organizing child development by applying safety standards for children; providing experiences which encourage children to maximize resources; encouraging human relations skills in children; and evaluating family and career changes in relation to impact on children. Information related to careers in childcare is incorporated throughout the course.

**Classroom Rules**

These rules are designed to make sure that no student’s behavior interferes with the learning of others. For violations of these rules, there will be minor penalties.

1. Arrive to class on time and be in your seat when the bell rings.
2. Be prepared for class – bring your folder, paper, and pen/pencil daily.
3. Respect everyone and everything in the classroom.
4. Keep hands, feet, and objects to yourself.
5. Follow directions the **FIRST** time.
6. Stay on task at all times.
7. At the end of the class, stay in your seat until Miss Schneck or the bell rings.
8. **NO CELL PHONES**, iPods, eReaders, etc. are allowed to be turned on or visible in the classroom.

While I will enforce the rules when necessary, I will be putting more emphasis on teaching students how to be responsible for themselves. I will stress the following traits which are called **Guidelines for Success.**

It takes: **P**reparation

 **R**esponsibility

 **I**ntegrity

 **D**edication

 **E**ffort

 To be successful!

**Grading**

Below is the information your student has been given about grades. Students will be responsible for turning in their assignments on time and getting missed work. **Late assignments will not be taken**. If you are absent, you must see me before class starts or after school to get your missing work. Students will be allowed one day for each EXCUSED absence to complete any assignments missed. However, students should expect to complete scheduled assignments, quizzes, tests, and examinations on the day they return to class. Students who are UNEXCUSED from school will not be allowed to make up missed work. Deadlines for make-up work due to an extended illness or extraordinary situation will be determined by the teachers involved and the principal. Students anticipating a prearranged absence such as a field trip, college visit, or family trip, are required to obtain assignments prior to that absence. These assignments will be due the day of their return. (Student Handbook, pg. 20)

**Contact Information**

The students know that they can always ask me questions in class and can schedule an appointment to talk to me whenever they need help. If you want to contact me my email is kschneck@bccu2.org The best time to reach me by phone is before or after school (3:25pm-4:30pm) at (704) 802-2593 or (618) 664-1370.

Thank you for your time. Please be sure to have you and your child sign that you have discussed this information. Have your student return the slip below for a few extra bonus points.

Sincerely,

Ms. Kelsie Schneck

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We have discussed this information about how to be successful in Ms. Schneck’s classroom.

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Parent Signature

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Student Signature

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Date