**Dear Parent/Guardian,**

Welcome to 3U Biology! I am looking forward to a great semester with a lot of parent interaction. I think that it is very important for parents to be involved in their child’s progress, as you are one of your child’s best support systems. Here is an overview of some of the procedures and policies I am implementing:

# Regular Parent Contact

I have a website, which can be found at [www.mrspeden.weebly.com](http://www.mrspeden.weebly.com); also linked from the Notre Dame website. The main purpose of the site will be to keep you updated on homework assigned and of upcoming tests. Additionally I like to set up a parent email list; I send periodic emails as reminders of important dates. I also use this as a means for contact with individual concerns about your son/daughter (unless you state otherwise on the form). I do find that both parents and students appreciate this additional means of communication.

Please note that due to the relative insecurity of email, I strongly recommend you use a work based or parent-only home email address. Please take note of my email address (below) in case you would like to initiate correspondence regarding your son or daughter. I suggest you take this step if you notice that no course work is being done at home or you have a concern of any kind.

# TECHNOLOGICAL RULES for my class:

I will be enforcing a NO GADGETS rule in my classroom. It should remain in their locker or OUT OF SIGHT. Otherwise it will be placed in my “gadgets daycare box” for the period. If this becomes a persistent problem, I will involve administration as well as the parents.

**Three Keys to Success:**

1. Arrive on time and be PREPARED
2. Pay Attention and stay on task
3. COMPLETE and CHECK all homework

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**Electronic Use:** Students should have access to the internet as there will be times that articles or research will be required of them. The school does have laptops available. However, if a research period is given in class, I would recommend students bring in their own electronic device of their choice (if possible).

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# Homework

I know that our lives are all busy and that homework can be very stressful but there will be regular homework assignments sent home. Biology is less math, more memory, more long responses; so if there is no specific homework given, students should look over their notes or start study notes***.*** Students are responsible for their own textbooks, which they sign out of the library.

# Classroom Procedures and Policies

1. Do not interrupt others while they are speaking. If you would like to speak, raise your hand and wait.
2. **STUDENTS are responsible** for missed work, which they will be able to find in their personal folder.
3. Respect your classmates, your teacher, and the classroom.
4. Remain on task and follow all instructions the first time they are given.
5. All NDCHS rules will be enforced.

**Three Keys to Success:**

1. Arrive on time and be PREPARED
2. Pay Attention and stay on task
3. COMPLETE work assigned

Sincerely,

**Tanya Peden**

**Notre Dame Math Teacher** (tanya.peden@cdsbeo.on.ca ; 613- 253-4700)