

August 24, 2009

Dear Parent:

Your child has been assigned to my 7th grade science class. I am writing to invite you to the meet the teacher night on September 3, 2009 at 7:00 pm, to give you some basic information about the class, and to give you contact information, should you need to reach me.

I maintain a detailed website (<http://cfbstaff.cfbisd.edu/trulssonk/>) that contains information about the course curriculum, school and teacher policies, class and homework assignments, notes and handouts (including this letter). Answers to most of your questions will be found here. If your child misses a class, the make-up work (class and homework assignments and handouts) will be posted immediately after each school day.

We will use a class set of textbooks, rather than issuing a textbook to each student. An electronic version of the textbook will be available from a link on the homepage of my website. If you feel that your child needs to have a science textbook at home, I can issue one after receiving a written request. At the time of issuance, students have the responsibility to note all pre-existing damage in their book on a book damage form. At the end of the year, fines will be assessed for new damage to the cover, binding and pages, at 50 cents per occurrence, up to the cost of the book (\$54.00). Major damage such as water damage or broken bindings may result in a fine up to the complete cost of the book.

All students will be required to maintain a Science Notebook in a specific format, using a three-ring binder. Students will receive a handout explaining the format. The Science Notebook will be graded for a summative grade at the end of each nine-weeks. The Science Notebook is a good source of information for you as well, as it should contain graded work, homework assignments, and handouts.

If you have a question or concern that the website does not answer, don't hesitate to contact me. The best and most efficient way to contact me is by email (trulssonk@cfbisd.edu). A fast response is much more likely with emails than with the phone. I can be reached by phone at 972-968-3565. This is a direct-dial number after school hours, but is routed through the school receptionist or directly into my voice mail during school hours. Outside calls are not put through to my room when I have classes, and I may not be able to take calls before or after school, or during my conference period (8:50-9:40am) because of tutorials or meetings. I will try to return phone calls as soon as possible after school and tutorials are complete (about 4:30pm).

I generally send home a detailed grade report for my class every three weeks, at about the same time as the overall progress reports are issued. I ask that you review and sign these, for return to me, so that I know that you are aware of your child's current grades. I recommend that you also sign up for online access to your child's grades in my grade book, which should be available in about two weeks.

So that I will know that you have received and read this letter, please sign in the space below. Also, please complete the parent contact information on the personal survey that accompanies this letter. I look forward to teaching your child this year, and meeting you on September 3rd at Meet the Teacher Night.

Very truly yours,
Kent Trulsson

Parent Signature _____
Parent Name (printed) _____
Student Name (printed) _____