**Bartow High School**

**Ms. McCabe’s Biology 2015-2016**

**Student Information Log**



Parents/guardians, please advise me of the best way to contact you. If you have any questions or concerns please e-mail me at **ashley.mccabe@polk-fl.net**. I will respond as soon as possible to provide you with the necessary documentation for your request.

**Please provide the following information and return to Ms. McCabe.**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First preferred

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Phone Number ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contact Information: Lives with

Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No

Mother’s Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father’s Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No

Guardian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No

Parent/Guardian’s E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Contact Date** | **Person** | **Method** | **Reason/Response** |
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**Bartow High School**

**Ms. McCabe’s Biology 2015-2016**

**Parent Letter**

Dear Parents/Guardians,

Welcome to Ms. McCabe’s Biology class! Biology is an exciting course explored through labs that stimulate student engagement and learning. I have high hopes and expectations for every student to learn and excel and I believe that all students are capable to do so. To achieve this goal and foster a positive learning environment, certain rules and procedures have been set forth in this syllabus.

**Curriculum** – Assignments will be listed for students on the white board each day. Students are expected to keep a given task sheet in the front of their binder. These assignments will include objectives, vocabulary (Word Wall), homework, due dates, and test information.

**General Procedures** – Students were given this Syllabus power point including expectations, detailed class procedures, and general explanations for evaluation. ***Please review these with your student****.* A times, there may be need to update any rules or procedures **verbally** and it is the student’s responsibility to write down these instructions.

**Lab Safety** – A Lab Safety Contract will be handed out the first day of class with the general rules and safety guidelines necessary to run a safe and successful lab. The most important rule is NO horseplay in the lab area. *Please review all guidelines with your student and do not hesitate to contact me with your questions.* **Students may not participate in any lab without a parent-and-student signed Lab Safety Contract on file.**

**Attendance/Missed Work** – Due to block scheduling, each day missed by the student equals two missed instruction days. Therefore, it is important that students are in class **every** day. Guidelines for make-up work are included in the syllabus packet.

**Cell Phones** – The cell phone policy stated in the syllabus packet reveals that students are to leave **all** electronic devices in their backpacks during class. If a student is found to have their phone out during class, the appropriate disciplinary action will be taken.

If you have any questions, please send an email to ashley.mccabe@polk-fl.net. Leave a name, phone number, and best time to call. I will call you back as soon as I am available. If you do not have e-mail, you may call the school at (863) 534-7400 and leave a message with the above information if I am in class.

Please **sign below** to acknowledge that you have read this letter, the Syllabus packet, and the Safety Contract.

Thank you for entrusting your student to me and BHS. I look forward to a great year!

Ms. McCabe

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*As the parent/legal guardian and student in this course, I have read and agree to the above rules and expectations. I understand that the teacher, Ms. McCabe, reserves the right to adjust this syllabus at any time during the school year for the betterment of the class as a whole.*

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (please print) ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_