

# Wilby High School

Principal  
Michele Buerkle



Assistant Principals  
Dawn Kalach  
Paul Drewry  
Elizabeth Henson

August 29, 2016

Dear Student and Parent/Guardian,

The purpose of this letter is to establish an understanding of classroom expectations among the student, teacher, and parent(s) or guardian of the student.

Students should become familiar with the following classroom procedures.

1. **Tardiness**: **Tardiness is unacceptable.** If necessary parents will be notified and the student will be written up and referred to the office.
2. **Lab Safety**: Laboratory safety procedures will be discussed in class. Students are expected to follow all safety rules at all times and may be removed from the lab if behavior is unruly or unsafe. Students who do not follow safety procedures and are removed from lab will be given a grade of zero. **Horseplay in the laboratory will not be tolerated.**
3. **Attendance**: Students are required and expected to be present at all classes and laboratory periods that they are scheduled.

If a student is absent from school, it is his/her responsibility to arrange for make-up work. Assignments that are not made up will be given a grade of zero.

If a student is absent from school on a lab day, s/he must collect data from his/her lab partner and complete the lab just as everyone else.

Students will be given two grades for each lab performed. A participation grade will be given on lab performance the day the lab is conducted in addition to a grade on the lab report handed in.

*The students, faculty, staff, and administration of Wilby High School will work cooperatively with families, members of the community, and the Board of Education to create a safe, welcoming, and academic environment which embraces, challenges, and nurtures the diverse talents, interests, and learning styles of all its students. All students will leave Wilby High School with self-respect, respect for others, knowledge, and 21<sup>st</sup> century skills necessary to become independent, intellectually curious, and self-fulfilled members of society.*

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4. Grading: Tests, quizzes, labs, homework, notebook, and Disposition toward learning will be used to determine grades as follows:

Tests.....	35%
Quizzes.....	25%
Labs.....	20%
Homework.....	10%
Disposition toward Learning.....	10%

Quizzes will be given frequently and may not always be announced. Homework assignments, which are neat and complete, will be given a 100 in the grade book. Homework questions are treated as practice and correct answers are not the criterion for credit—effort counts. To gain credit for homework, students must display effort to understand the problem, follow established procedures, and produce a neat and orderly product.

**\*\*One notebook check will be conducted each marking period. Notebooks should be complete with all notes, classwork and all assignments from the marking period. Notebooks will be graded and grade will count as a test!! This check will be looked upon as extra credit for the marking period.\*\***

5. Academic honesty: Students who attempt to cheat in any way, shape, or form will be given a grade of zero on that quiz or exam. Plagiarism is also not acceptable.
6. Late work: Late work will not be accepted, with the exception of a student absence. A grade of zero will be given for any assignment not handed in on the due date. If a student is absent on a due date, the assignment must be handed in the first day the student is present thereafter.
7. Extra help: I will make myself available for extra help. Please see me to arrange a mutually acceptable time.

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Parents are welcome to visit and/or sit in on class. Please e-mail at [cperugini@waterbury.k12.ct.us](mailto:cperugini@waterbury.k12.ct.us) or contact me at (203) 574-8100 if you would like to come in or if there are any questions or concerns. Let's have a great year!

Sincerely,

Mrs. Perugini  
Chemistry Teacher  
Science Department Chairperson  
Wilby High School

\_\_\_\_\_  
Student Name (print)

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

\_\_\_\_\_  
Parent/Guardian Name (print)

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

Contact Number \_\_\_\_\_

E-mail \_\_\_\_\_

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460 Bucks Hill Road  
Phone 203 574-8100      Waterbury, Connecticut 06704      Fax 203-574-6896