**Parent Letter**

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Room: 616 Phone: 634-3452

**Class Website & Blog:** [**www.mrsellisscience.weebly.com**](http://www.mrsellisscience.weebly.com)

*\*\*\*Lab Fee*: $10, cash and checks made out to Bloomfield High School

Dear Parents/Guardians:

I look forward to working with your child in Science this year. It is of the utmost importance that the student, teacher, and parents/guardians work together to ensure success. Toward that end, I welcome your calls to review your student’s progress or to discuss problems that may arise from time to time. Please do not hesitate to contact me at anytime; unlike many professionals; however, as a teacher I have little flexibility in scheduling my day. Because I am legally, as well as academically, responsible for what takes place in my classroom, I am not free to leave my students to respond to calls immediately. It is possible that I may be in class at the time when you call the school. If this is the case, I will be more than happy to speak to you when I am free.

The following are some points that will assist both you and me when you call the school:

* The easiest way to get in touch with me is through email.
* I will usually be available before school (8:00 – 8:30 a.m.) or after school (3:35 – 4:00 p.m.). These are good times to call. My planning period is 5th period, so you may also call me during that time (MRF: 12:55-1:45, T: 12:50-2:10.), as long as I have no previously scheduled meeting.
* If you call during lunch and leave a message, I may not receive the note until I visit my mailbox or retrieve the voicemail until I check my messages the next morning. Rest assured; however, that I will do my best to return your call within 24 hours. I usually attempt to return calls during my planning period or immediately after school.
* When you leave a message requesting that I return your call, please be sure to leave your full name and phone number (with area code), identify your child by their full name, and briefly state the purpose of your call. The conversation will prove to be far more informative and fruitful if I am able to assemble pertinent information concerning your child.

Again, please do not hesitate to contact me concerning your child. I hope to have a great year with all my students and have a meaningful learning experience! I appreciate all of your support at home. Please review your child’s course syllabus and student expectations and sign where appropriate indicating you understand what I expect of your child in my classroom.

Sincerely,

Julia Ellis