**Print: Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_**

Dear parents and students,

As we begin the start of a new school year, I am sending this letter as a reminder of the implementation of classroom rules that are necessary to be followed in Spanish class daily. It is important that students come on time for class prepared with their classroom materials, such as notebooks, binders, writing utensils, etc. Students will take out their notebooks or binders to complete the do now of the day, and students will be prepared to listen and take notes at the start of class. Students should not have their electronic devices/headphones out, they should not be working on other assignments from other subjects, and they will not speak to their classmates on other non-related topics during the lesson. They should also respect their teacher and classmates. Please refer to the student code of conduct and the student handbook for more information.

If these rules are not met, the following is the protocol that is set in place:

* **1st warning**-parents will be notified.
* **2nd warning**-Students will be assigned either lunch detention or after school detention. In addition, parent is notified.
* **3rd warning**-Referral is written and sent to the AP’s office.

Again this is just a reminder of what should be followed throughout the year because it is of utmost importance for the students to stay on task and to understand the value of this system. Please feel free to contact me if you have any questions. Please both student and parent sign below acknowledging this policy and return it in class by **Friday, September 6th (tomorrow)**.

Sincerely,

Mr. Oliveira

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 **Parent Signature** **Student Signature**