Dear Parents and Guardians,

 Hello! My name is Ashlie Kinnaman and I am your child’s science teacher this year. I have recently graduated from the University of Florida with a bachelor’s of science in Food Science and Human Nutrition. I am very excited to be teaching your child and hope they will leave my classroom with not only new scientific knowledge, but also with the confidence to take an active role in their learning. Class time will be divided between lecture, hands-on lab activities, and class discussions with an emphasis on inquiry-based learning.

 Students will receive an agenda at the beginning of each new unit. It will outline the topics to be covered in class, homework assignments, due dates, and relevant resources. Students are expected to come to class prepared with needed materials and ready to learn every day. Their semester grade will be comprised of the following: announced tests, homework, lab activities and a semester exam. Tests will comprise forty percent, homework will comprise fifteen percent, lab activities twenty-five percent and the semester exam twenty percent. Any missed tests must be made up the day of returning from an absence. Lab activities and homework must be made up within three days of the absence.

 Because students will be completing lab activities, safety rules are extremely important and must be strictly followed. Directions on how to use lab materials and associated safety concerns will be addressed during class. Students will also receive handouts explaining both. Other classroom rules include respecting other students, not talking while others are, and following directions given. Consequences for misbehavior include: parent contact and meeting, detentions, suspensions, and referrals.

 I am always available to answer any of your questions via email, which is akinnaman@ufl.edu. I check it daily and should be able to reply within 24 hours. In addition, the school holds parent nights twice a year during which we can meet in person. Volunteers and donations are always welcome and appreciated. We are always in need of paper towels, paper, etc. If you work in the scientific field, I would love to have any of you visit the classroom as a guest speaker.

 I look forward to getting to know your child this year! Again, please don’t hesitate to contact me at my above email with any questions or concerns you have.

Sincerely,

Ms. Kinnaman