

November 9, 2010

Dear Parents and/or Guardians,

In light of frequent missing assignments from students, I will now deduct one point for each required homework assignment not returned by the end of the week. Please note that students in my class receive fifteen points for completing their homework assignments each week. Therefore, if all math homework is complete, they will receive fifteen points towards their math grade, if all reading homework is complete, they will receive fifteen points toward their reading grade. Points will be deducted in the corresponding area; for example, if two reading assignments are missing, the student will receive thirteen points instead of the full fifteen. Therefore, please make sure that your child is completing and submitting all homework in a prompt and timely manner. Thank you for your understanding in this matter.

Sincerely,

Miss Sarah Fleck  
Classroom Teacher