

September 7, 2017 二零一七年九月七日

Dear Parent/Guardian, 親愛的家長：

I am going to be your child's science teacher for the 2017-2018 school year and would like to welcome you and inform you of class expectations. Together we can make this a successful and positive experience for your child. In order to ensure your child's success, there are expectations that must be met for this class. We will be completing various activities, labs, and projects to explore the science curriculum and it's important for your child and their work to be on-time for scheduled classes and due dates. There will be clear guidelines set for how to complete various assignments with ample time provided to complete the task. A positive classroom environment is essential for the learning process, therefore your child is expected to treat other students and the teacher with respect at all times. Following the expectations and criteria set for the classroom will help all students to have a productive and enjoyable year. The following grading policy will be used for science class: 我將在 2017-2018 學年擔任貴子弟的科學老師，在此歡迎您並說明科學課的期望。我們一起努力，讓孩子學習順利，成績進步。為了確保孩子的學業進步，必須要達到本課程的要求標準。我們將根據科學課程完成各種活動，做實驗和科學專題研究，最重要的是孩子能準時完功課，準時交功課。老師會有明確的指導方針，指導孩子如何完成各種任務，並提供足夠的時間來完成任務。積極的教學環境對於學習過程至關重要，無論在任何時候學生都必須尊重其他學生和老師。依照科學課所設定的期望和標準，將幫助所有學生有個學習愉快的一年。科學課評估方法如下：

- Exams and Projects 考試與專題研究- 40%
- Quizzes 小考-15%
- Labs and Classwork 實驗與課堂功課-25%
- Homework 家庭作業-20%

Please feel free to contact me with any issues throughout the school year regarding your child's progress. I can be reached via email [kcallaway@schools.nyc.gov](mailto:kcallaway@schools.nyc.gov) or at 212-602-9700. Thank you and I look forward to working with you this school year. 如果貴子弟在本學年有任何問題請聯繫我 [kcallaway@schools.nyc.gov](mailto:kcallaway@schools.nyc.gov) 或致電 212-602-9700, 謝謝您並期待與您合作愉快！

Sincerely,  
Ms. Callaway 科學老師敬上  
Shuang Wen School, PS/MS 184

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I understand the expectation, curriculum, and grading criteria regarding my child's success in Science class for the 2017-2018 school year. 我了解我的孩子在 2017-2018 學年在科學課上關於取得成功的期望，課程活動和計分標準。

Student's name 學生姓名: \_\_\_\_\_ Class 班級: \_\_\_\_\_

Parent's name 家長姓名 \_\_\_\_\_ Parent's Signature 家長簽名: \_\_\_\_\_

Emergency Contact Phone number 緊急聯絡電話: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Email 電郵 \_\_\_\_\_ Best time to reach you 最佳聯繫時間 \_\_\_\_\_

**Science Classroom Supply List: 科學課學習用品清單**  
(Bring the following items starting on September 18, 2017)

- 1 composition notebook or binder section 一本筆記本或一個厚功課夾
- 1 roll of paper towel 一卷擦手紙巾
- 1 box of Tissue 一盒面紙
- 1 ream of Copy Paper 一包影印紙
- Glue stick, markers, and colored pencils. 口紅膠、馬克筆及彩色鉛筆