

**To: Parents/Guardians of AP Calculus and Regular Calculus students**  
**From: Wanda Burns, Teacher**  
**Re: Classroom materials**

Please read the appropriate Daily Responsibilities document for either AP or Regular, paying special attention to my grading procedures, make-up procedures, and personal electronic devices rules that are attached to my school webpage and in Schoology. The Daily Student Responsibilities document includes classroom rules and describes some classroom procedures that will help to contribute to the efficient and effective use of instructional time. There are also test calendars or pacing guides for all courses. For all classes, there are homework lists including daily class plans for the entire year, a grading scale for tests, and a list of allowed calculators for the AP exam.

I look forward to helping each student to find success this school year, and I believe adhering to our classroom procedures will provide a solid foundation from which to start.

By signing this document, you and your student are confirming that you have read the classroom materials that are available online on my web page and in Schoology. Please, contact me if you have questions. I may be reached by e-mail [burnsw@mtnbrook.k12.al.us](mailto:burnsw@mtnbrook.k12.al.us). Thank you for your cooperation. I look forward to helping your child have a successful and enriching school year.

**PRINT STUDENT NAME:** \_\_\_\_\_ **PERIOD:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**GUARDIAN SIGNATURE:** \_\_\_\_\_

**GUARDIAN E-MAIL ADDRESS:** \_\_\_\_\_

**PLEASE RETURN by the end of the first school week**