Assignment:

Create an Introduction Letter that introduces yourself to your parents. Be sure to include the following elements:

* A little bit about yourself
* Three classroom procedures you previously selected in the course as high priority procedures
* Your grading rules and scale, guidelines for turning in homework assignments, and options to redo or retake assessments
* Guidelines for access to visit with you as needed by student or parent

Upload your Introduction Letter into your Canvas Tool Box Folder.  You will post this document to your final website project at the end of training.

**Rubric Scoring:**

**This activity must have all four elements listed above present in your letter.**

**3 or less elements will require resubmission.**

Dear Parents or Guarding’s,

My name is Michael Payne, I have two degrees in Theater and General studies from Idaho State University. Yes I am a long way from home. I have had many life experiences that I now bring to the table to instruct your child in social studies.

I know that we are all busy and have many life tasks. Students are to do home work every night no more and not less of 30 minuets of reading. This task can usually be done on the bus ride home. Any written assignments are due the next day. There will always be a chance for late work to be handed in, but for 10% less of 100% each day it is not handed in. Make up work and extra work will be graded accordingly. The class will have at least one POP quiz a week and no less that 10 questions test on Friday.

Each week students are to have a handout, POP quiz and a test. Handout is worth 70%, POP quiz is worth 5% and test is worth 25% of that week’s grades. There will be 2 extra work opportunities, percentage will depend on work assigned.

If Parents of Guarding’s have any questions, Please check class websites and email me @ [MyHistoryClassRocks@gmail.com](mailto:MyHistoryClassRocks@gmail.com). I will take calls up to 4pm at 305-555-6555.

I am excited to teach your child about social studies. It is not just history it is our story.

Best Wishes,

Michael A. Payne