Dear Parents:

It is often very difficult for me to reach you by phone. I will be better able to communicate with you if you will provide the following information. Thank you for your cooperation.

In addition, please read and sign the attached copies of the discipline management plan, the classroom behavior contract. The Class Syllabus is also online on my website and will be sent home for a signature. Please have your child return these documents to me by Friday August 25, 2017.

My conference is 4th period. The school telephone number is 409-927-3231 and my e-mail address is [bruce.honings@sfisd.org](mailto:bruce.honings@sfisd.org)

PLEASE COMPLETE AND RETURN PROMPLY.

DAYTIME PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU,

Bruce W. Kimball Honings, M.A.

CTE Teacher – Santa Fe High School

409-927-3231

[bruce.honings@sfisd.org](mailto:bruce.honings@sfisd.org)

**Classroom Behavior Contract**

1. Remember that the teacher dismisses you from class at the end of the period—NOT THE BELL! If the bell rings, remain in your seat until you are dismissed. (ALWAYS REMAIN IN YOUR SEAT UNTIL THE BELL RINGS.)
2. You will turn in ALL assignments on or before the due date—LATE WORK WILL BE PENALIZED per grading policy.
3. You will check with the teacher the first day you return to class after an absence to get your make-up assignments. At that time, a due date will be determined.
4. You will bring NO FOOD OR DRINKS into the classroom. NO GUM IS ALLOWED BECAUSE OF THE COMPUTERS.
5. You will remain in your own work area and do your own work. (If you need help, talk to your teacher.) You are to work the full class period. Do not quit until clean-up time is called. DO NOT WORK ON OTHER SCHOOL WORK DURING THIS CLASS PERIOD.
6. Make-up TESTING will be done BEFORE or AFTER school only. The student should make arrangements with the teacher prior to coming in for the make-up test. (Students involved in extra-curricular activities should make arrangements with the teacher in charge to schedule a time for the make-up test.
7. All rules of the Student Conduct Code will be applied.
8. The heading of all papers will consist of the student’s name, the page number, and the date.
9. DO NOT TOUCH OR PICK UP ANY ITEM FROM MY DESK OR DESK AREA WITHOUT MY SPECIFIC PERMISSION!
10. NO MAKE-UP IS TO BE APPLIED DURING CLASS. ALSO, NO HAIR BRUSHES OR COMBS SHOULD BE USED DURING CLASS. THESE THINGS SHOULD BE TAKEN CARE OF BETWEEN CLASSES!

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the above procedures and understand my

STUDENT SIGNATURE responsibilities in this classroom.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISCIPLINE MANAGEMENT PLAN

Dear Parents:

The following information will provide you with the Santa Fe High School Career and Trade Education Department’s assertive discipline management rules and consequences. Please read this information carefully and discuss it with your son/daughter. Please sign, date, and return this letter to me.

1. CLASSROOM RULES
   1. Be in your assigned seat ready to work when the tardy bell rings.
   2. Bring paper, pencils, books, and all needed supplies every day.
   3. Keep hands, feet, books, and objects to yourself.
   4. Do not swear, use rude gestures, use putdowns, or tease.
   5. Follow directions.
2. CONSEQUENCES
   1. Verbal warning by the teacher.
   2. Conference with the teacher.
   3. After-school detention with the teacher.
   4. Call parent and after-school detention with the teacher.
   5. Office referral.
3. SEVERE CLAUSE—for severe misbehavior, a student will be sent immediately to the office. Severe misbehavior includes but is not limited to:
   1. Fighting or threatening to fight.
   2. Damaging or destroying property of a student, teacher, anyone else, or the school
   3. Refusing to get to work.
   4. Engaging in any behavior that keeps the class from functioning.
4. RULE OF THREE
   1. The third time in a week that the student receives a warning; the Rule of Three will apply. The teacher will have a brief conference with the student. On the next infraction, the warning will be bypassed and the next step in the consequences list will be taken. The Rule of Three will apply for each level of consequences.
   2. The Rule of Three may be in effect for the student for two to six weeks.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Bruce W. Kimball Honings, M.A.

CTE Teacher – Santa Fe High School

409-927-3231

[bruce.honings@sfisd.org](mailto:bruce.honings@sfisd.org)