

August 11, 2011

Dear Parents and Guardians,

My name is Julie Dillow and I am the Life Skills instructor for Cassville High School. Many of you have worked with me over the years and I am so excited to work with you again this year. Cathy Harris will be the Instructional Assistant working in our classroom again this year. She is amazing and an essential component to our classroom.

During this school year, will be continuing many programs from last year and developing new programs. The classes I will be teaching this year include: Life Skills Math, Life Skills Science, Life Skills Communication Arts, Vocational Skills, Independent Living Skills, Daily Living Skills (Social Studies credit), Life Skills Personal Finance, and Life Skills Government.

Work Experience Program: This program is offered to juniors and seniors at the Southwest Area Career Center. Students will spend either the morning or the afternoon in a community job placement and will spend the other half of the day at CHS attending classes. This great program can give your student the real-life vocational skills not available in the classroom setting. Geneva Blue is the coordinator for this program. If interested, students will apply at the end of 10th grade. Vocational Rehabilitation applications are available. Applications are usually turned in at the end of junior year.

I am available every day from 9:07-9:54 or before/after school. Please contact me ASAP if you have any problems or concerns. Good relationships between parent and teacher help students succeed. Please contact me

I look forward to working with you this year.

Sincerely,

Julie Dillow
Life Skills Teacher
(417) 847-3137—CHS main office
jdillow@cassville.k12.mo.us

ROOM MANAGEMENT PLAN

MRS. DILLOW

ROOM 201
LIFE SKILLS PROGRAM

RULES:

1. **RESPECT** other people and their belongings. Do not touch items that do not belong to you.
2. **Be prepared!** Bring all materials and books to class. You will not be allowed to go to your locker.
3. Treat others as you would like to be treated.
4. No Swearing or negative language allowed. Be a **positive** 😊 influence on those around you.
5. Be on time to class.
6. Bring your **agenda** to class every day! You will not be allowed out of class without your agenda.
7. Finish your **homework** and turn it in when it is due. Do your own work. I want YOU to learn the material and you will not learn unless you do your own work. Get in the habit of bringing your homework folder home every night and bringing it back to school every day.
8. Stay awake during class. Make sure you get enough sleep at home.
9. **NO COATS!** The room does get cold so bring a sweatshirt or sweater. Please put your sweatshirt or sweater in your locker.
10. Backpacks will not be allowed in any class. You may carry your books to school in a backpack; however, the backpack must be placed in your locker before class starts. You will have a 'cubby' in the classroom to place items.
11. Leave your expensive items at home. We are not responsible for your iPod, phone, etc. If you do bring these items, they must be stored in your locker.
12. Read your Agenda that is given to you on the first day of school. All school rules apply.

What will happen if you do not follow the rules??

1st time: Verbal warning

2nd time: Conference with teacher in hallway

3rd time: Call parents/Referral to Office

*** Please note: A serious problem will result in immediate referral to office. ***

TARDIES:

You need to be in the room when the bell rings. BE ON TIME!!!

ATTENDANCE:

Attendance will be taken at the beginning of every hour. You are only allowed **8** absences during the semester before you lose credit. Please plan ahead! If you are not sick, you need to be at school. "I don't feel like going to school" is not a good excuse! Be here! I cannot teach you if you are not here... If you are absent from school, you are responsible for your make-up work. You are responsible for asking Mrs. Dillow what you missed. If you do not make up the work, you will receive zeros.

GRADING:

You will receive grades based on your class work, homework, tests/quizzes, and performance on activities/trips in class. The grading scale is:

90-100	A
80-89	B
70-79	C
60-69	D
0 - 59	F

EXTRA HELP:

If you need extra help in any of your classes, please see me as soon as possible. Tutoring will be available on most Tuesdays and Thursdays from 3:15 – 4:30. A calendar will be sent home each month to indicate when tutoring sessions are available. Tutoring is not just for homework. We do a wide variety of activities! We use the Internet, go out in the community, read, and do individual tutoring based on specific needs. Snacks are encouraged! Bring something to snack on. ☺

COMMUNICATION:

Please keep Mrs. Dillow informed of any problems or situations that may impede the learning process. If you need something, tell me! I can't read minds... My e-mail address is: jdillow@cassville.k12.mo.us. That is the BEST way to get in contact with me. I am also available from 9:07-9:54 or before/after school. You may call me at school (847-3137).

LIFE SKILLS CLASSES:

Communication Arts
Life Skills Science
Daily Living
Life Skills Math
Vocational Skills
Life Skills Health
Life Skills Government
Life Skills Personal Finance

REQUIRED MATERIALS:

- At least 2 red pencils or pens for grading
- Black pens (10)
- Pencils (At least 20--Replenish as needed. Students often misplace pencils!)
- 2 pink erasers
- Glue or glue sticks
- Markers (optional. Colored pencils are supplied in class)
- Spiral notebook to be kept in classroom for journaling
- 2 reams of paper (wide ruled or college ruled)
- 1 plastic pencil box
- 1 binder (at least 1 inch. Any color)
- 1 folder for homework. Should be taken home every night.
- 1 box Kleenex
- Self-Care supplies to be kept in classroom
 - Toothbrush, toothpaste, brush or comb, deodorant
 - (Plus any other supplies such as body spray or hair items you may want to have at school—some students may already have some of these items from last year.)
- 1 sweatshirt or sweater to wear in class when it gets chilly (please write name on it)
- Ponytail holders (for girls to wear when cooking)
- Library Card to the Barry-Lawrence County Library (Communication Arts students only)

If you need supplies for other classes, please let me know. Supplies have been donated!

Please sign and return the bottom portion of this page. This is to ensure you received this information. Your student will receive 20 bonus points if this is returned by FRIDAY August 19, 2011.

We have received and have read the information in Mrs. Dillow's letter and Class Management Plan.

Student's signature

Parent/Guardian's Signature

Do you have an active e-mail account where Mrs. Dillow can send information? If so, please write it below.

Any known food allergies? If so, please explain. _____
