**Acknowledgement of Ms. Bottomley’s Policies and Procedures**

**PLEASE RETURN BY TUESDAY, SEPTEMBER 12TH**

**Parent(s) or Guardian(s)**

Please discuss the class information packet (found on my teacher webpage) with your child, then sign and date below. In addition, please check your student's planner on a daily basis, and check my teacher page on the school website to stay informed of current assignments. Also, please check your student’s grades in Power School on a regular basis in order to be informed of current grades, missing assignments, etc. If you have any questions or concerns that arise during the course of the school year, please contact me by email (rbottomley@summithill.org) or call the school (815-469-4330) and leave a message. By keeping the means of communication open, together, we can assure that your student will have a successful school year.

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--------------------------------------------------------------- Date

Parent(s)/Guardian (s) Signature

**Student**

I strongly believe that communication is key. If you have any questions regarding my class please talk to me as soon as possible. I am usually available during lunch/intramurals, or after school by appointment. I am here to help you succeed in my class and in school. Feel free to ask me any questions or state any concerns.

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Student Signature Date