

Dear Parent/Guardian:

We are delighted that your child is in the Alpha community and look forward to the many exciting and rewarding experiences that we will share during the school year. We believe that it is in the best interest of your child that there is close home-school communication, beginning with this letter.

To ensure streamlined communication throughout the school year, the teachers of Alpha have created a community wide parent and student Google Classroom page for necessary updates and announcements as needed. Every student and parent is encouraged to access this Google classroom code: **cihbhky**.

As a parent/guardian, you should be aware of how your child is doing in school. Sitting down with your child to look over his/her notes, checking each Google Classroom, and checking parent portal are good ways to communicate your interest and satisfaction with your child's efforts and progress. **The online portal is your way to check your child's grades on a daily basis.** For this reason, you will not receive progress reports or paper report cards throughout the school year. Since you have full access to the parent portal, we would appreciate you contacting us with any questions/concerns regarding the grades. Please do not wait for a phone call from us.

As educators, we strive to teach our students about the importance of academic integrity. Plagiarizing, or using the ideas or words of another, altering your answers after they have been graded, looking up answers during a test, will not be tolerated in any means. AI Tools should not become replacements for your student's work. Copying, or even modifying a few words or sentences from AI generated content and presenting it as one's own work does not make it an original thought, and will be considered plagiarism. To support transparency and accountability, all online submissions must include a full editing history to be eligible for credit. **No credit** will be given for any assignment that has been fully or partially plagiarized, or involved in cheating. **(MERS AI Procedures for Staff & Students - Created 4/24/24)**

In addition to the Alpha Community Google Classroom, each teacher will have a Google Classroom set up which correlates with their subject area. Assignments and homework will be posted on this platform. It is your child's responsibility to keep track of assignments and their respective due dates. Homework is due when assigned and will be counted as part of the marking period grade. There will be a penalty for any assignments turned in past the due date and time.

To guarantee your child and all the students in the community the most positive educational environment, we have developed a set of community responsibilities. A copy of these responsibilities is enclosed. We ask that you review them with your child. We thank you in advance for your support and cooperation in helping your child embark on this new and rewarding educational experience. We look forward to meeting you at our Back to School Night in September.

Sincerely,

The Alpha Community Teachers

Specific Supplies for Alpha Teachers

General Supplies for all classes:

- ★ Assignment Pad / Planner
- ★ Pens (red, blue and black)
- ★ Pencils and Erasers
- ★ Small Pencil Sharpener
- ★ Colored pencils/Markers
- ★ Glue sticks*
- ★ Highlighters
- ★ A few packs of extra loose-leaf paper *
- ★ Pencil Case
- ★ Black Dry Erase Markers
- ★ Dry Erase Eraser or Cloth
- ★ Wired headphones

In addition, the list below is specific to each Alpha teacher:

Language Arts

Mrs. Capadona

- ★ Composition notebook
- ★ Multi-Colored highlighters
- ★ Red pens
- ★ Blue/black pens and pencils
- ★ Folder
- ★ 2 inch binder

Mrs. Jobes

- ★ 2 inch binder
- ★ Filler Paper *
- ★ Binder Tabs (6 dividers)
- ★ Folder
- ★ Composition notebook
- ★ Multi-Colored Highlighters
- ★ Red Pens
- ★ Black or Blue Pens
- ★ Pencils
- ★ Sticky notes *

Mrs. Buxbaum

- ★ 2 inch binder
- ★ Binder Tabs 6 dividers
- ★ Folder

Mathematics

Mrs. Lozada

- ★ 1.5 inch Binder
- ★ Filler Paper *
- ★ 1- 2-pocket Folder
- ★ 3 Dividers
- ★ Pencils *

Mrs. Inskeep

- ★ 1.5 inch Binder
- ★ Filler Paper *
- ★ 8 Dividers
- ★ Pencils *

Ms. McNamara

- Folder
- 2 Subject Notebook
- Pencils*

Science & Social Studies

Ms. MacLaughlin

- ★ 1" binder
- ★ 5 Binder Dividers
(Biology, Microbiome, Genetics, Chemistry, Metabolism)
- ★ Folder-3 hole punched-put inside binder

Mrs. Kelley

- ★ 1" binder
- ★ Sticky notes*

PLEASE NOTE!!

Notebooks: Please purchase the **required notebooks for the core subjects**. Different types or sizes will not satisfy the requirements of the classes for which they are used.

Notebooks may not be shared for the different core subject areas.

** denotes the item is consumable and will need to be replenished as it runs out.*

Community Responsibilities

1. ALWAYS BE RESPECTFUL AND COURTEOUS.

- No teasing, put-downs, or other inappropriate language.

2. ASSUME RESPONSIBILITY FOR YOUR LEARNING.

- Come to class on time and be prepared with books, binder, pens/pencils, and homework.
- If you are late to school, you **MUST** check with your teachers of the missed classes for your work.
- Be sure to keep up to date with ALL assignments, test dates, and project due dates posted on each teacher's Google Classroom.
- See teachers the day you return from an absence to submit work due and obtain make up work; check Google Classroom for assignment postings first.
- Follow guidelines established by each classroom teacher.
- We do not "give" grades; you **earn** them.

3. DO NOT CHEAT/PLAGIARIZE

- Cheating/Plagiarism will be defined as taking credit for other's academic property or work. In other words, one cannot copy and paste or share work from another or AI and get credit for that work. Only original student work will be graded and scored. Additionally, all online submissions must include a complete editing history to be eligible for grading. Cheating is also looking up questions or using an unauthorized website during a test. All assignments are to be done by individual students and not as a group unless directed otherwise by a teacher. One cannot copy answers from another student, or give answers to another student. Changing your answers after they were graded and trying to raise your score is also cheating. The district policy requires that anyone caught cheating receive a 0 for that assignment that cannot be made up.

4. FOLLOW ALL SCHOOL RULES. (SEE STUDENT HANDBOOK)

**The Price of Greatness is Responsibility" – Winston Churchill*

Google Classroom Etiquette



STAY ORGANIZED

Use the to-do list to check assignments and due dates

Check your calendar

Stay on top of tasks



HAVE A SCHEDULE

Post and follow our schedule at home.

Log-in under your email

Make sure you go on Google Classroom through ClassLink

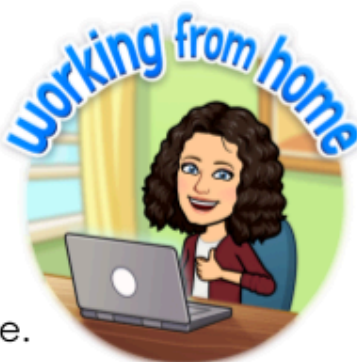


BE SMART ONLINE

Be digitally responsible

Keep your Passwords private

Complete assignments on time.



CHECK MESSAGES

Check the morning messages in the stream.

Check the Google Classroom

Fix your work if your teacher asks you to



Two Ways to Submit Work

Only press "Mark as Done" if you truly completed an assignment.

Only press the "Turn in" button if you truly completed the assignment.



ASK FOR HELP

Remember to:

Ask for help from your teacher if you are confused

Ask for help at home if you are able

