

September 2023

Dear Parent or Guardian

The staff of John F. Kennedy Intermediate School strives to prepare every child to become a successful student and ultimately a productive member of our community. The realization of this goal is only possible in a true partnership between the school and the home.

Parents and teachers must keep continuous and open lines of communication to ensure that each youngster will experience the benefits of positive work habits and good organizational skills.

As part of New York State's College and Career Readiness Goal, your child is being supplied with a structural assignment book to be used throughout the year as he/she prepares for each school day. This book will serve as an organizational tool for your child as well as a consistent, informative link between the home and your child's classroom, and as a communication tool for messages to and from the classroom. **This assignment book should be brought home every day for your perusal and you should review this assignment book each day with your son or daughter. If for any reason your child misplaces his or her assignment book there will be a \$5.00 charge for a new one.**

All students have been given instruction as to his/her responsibility in using the assignment book as well as homework and class work expectations. Your child's teacher has also discussed clearly defined classroom procedures and rules.

Your child's first assignment this year will be to:

1. Bring the assignment book home.
2. Discuss the purpose and value of it with you as parent/guardian.
3. Bring the signed attached contract back to his/her teacher.

With you support, we are confident this will be the first of many successfully completed assignments this year.

Sincerely,

Kelly Benson  
Principal

# Class Assignment Book Contract

## 2023 - 2024

September 2023

I have received a copy of the John F. Kennedy Intermediate School Class Assignment Book for the 2023-2024 school year. I have carefully read and understand the rules and policies of the John F. Kennedy Intermediate School as outlined in the Student Handbook. I understand if my child requires a replacement, a \$5 fee will be charged.

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Parent/Guardian Signature

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Date

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Student Signature

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Date

Student's Name: \_\_\_\_\_

Room: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_