

HOPE TOWNSHIP SCHOOL
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Kevin Newman
Chief School Administrator

September 2022

Dear Middle School Parents/Guardians:

All middle school students (grades 6-8) are welcome to participate in Office Hours with **Ms. Rockenfeller on Mondays** and **Mr. Grennan on Wednesdays** from 3:15 pm-4:00 pm.

Students who participate in Office Hours will have the opportunity to review with Ms. Rockenfeller any concepts, skills, or projects they are struggling with in the areas of language arts, science, or social studies. Mr. Grennan will be available to students in need of assistance with mathematics concepts, skills, or projects. During Office Hours, students will be working on the specific concepts classroom teachers have assigned. If students are having a difficult time completing these assignments independently, it is very important that they bring all of the materials assigned by their classroom teacher for their specific area of concern to Office Hours. In the event that an extension activity is needed in order to help students gain mastery of a concept, the teacher supervising Office Hours will provide it for them.

Students in the middle school are welcome to attend as many, or as few, sessions of Office Hours as they feel they need in order to be successful. An invitation from the school is not needed for attendance. Instead, students will be required to complete the form attached to this letter and return it to Ms. Rockenfeller and/or Mr. Grennan no later than the Monday of the week that they will be staying if signing up on a weekly basis. The Office Hours Permission Form can be filled out on a **weekly basis or for the entire school year.**

This program will begin on September 26, 2022 and ending the week of May 29, 2023. If you have any questions, please contact Ms. Rockenfeller or Mr. Grennan.

Sincerely,

Kevin Newman

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HOPE TOWNSHIP SCHOOL
OFFICE HOURS PERMISSION SLIP

Middle School Student Name _____ Grade _____

Date(s) Student Will be Attending Program: _____

Supervising Teachers:

Ms. Rockenfeller, Mondays
Language Arts, Science, Social Studies

Mr. Grennan, Wednesdays
Mathematics

I understand that:

- Office Hours take place from 3:15-4:00 pm on Mondays and Wednesdays only beginning September 26, 2022 and ending the week of May 29, 2023.
- Students will be required to complete the form attached to this letter and return it to Ms. Rockenfeller and/or Mr. Grennan no later than the Monday of the week that they will be staying if signing up on a weekly basis. The Office Hours Permission Form can be filled out on a weekly basis or for the entire school year.
- A note will be required if a student cannot stay on a day that they previously had signed up for.
- Additional permission forms can be found in main office.
- Students must bring all of the materials assigned by their classroom teacher for their specific area of concern to Office Hours.
- Students will be supervised by a Hope Township School staff member and the student code of conduct and rules outlined in the Student Handbook will apply to this program.
- **Students must be picked up in the APR parking lot no later than 4:00 pm.**
- Students who are picked up chronically late at the dismissal of Office Hours will not be allowed to participate in the program.

Circle one of the dismissal choices and fill in all blank sections below.

My child's dismissal plan is for him/her to: Walk home Be picked up by: _____

If the student's parent is not picking them up, please provide a phone number where the above person can be reached at 4:00 pm. Phone number: _____

Please indicate special medical problems, dietary needs or allergies _____

Family Physician _____ Phone Number _____

I grant permission for my child to participate in the Office Hours program and I understand the information outlined above.

Parent Signature

Date

During the hours of this program, I can be reached at _____
Phone Number

I would like my confirmation email to be sent to _____
Email Address