

Dear Parent/Guardian(s) & Students,

Welcome to Greenville High School! I hope that this year will be an exciting and educational adventure. I know that this time is stressful in everyone's lives, so I just wanted to send a letter home making you aware of classroom needs and policies, as well as attaching my information should you need to contact me.

I hope to make this class as interactive and manageable as possible. That being said, there will be homework and projects throughout the year. It would be extremely helpful if parents could help to encourage students to keep up with their work at home. Keeping up with the class is a major step towards success in this classroom. *No student that makes an effort in my class should ever have to worry about failing my class.*

Below I will put my contact information. The best way to reach me is going to be through email. Both parents and students can email me and receive a response back any time before 8:00 pm, as I have my email pushed through to my cell phone. I also use the remind app to contact students. Please feel free to sign up for that if you would like to contact me and receive reminders through Remind. If I am in a situation where I can't use my cell phone, I will respond promptly once I can. I also have conference periods during 1st and 5th periods if that would suit your needs better.

Please make sure to contact me with any questions you or your student might have. I know that this is a new experience, and I understand there will be a period of adjusting to the high school experience. Please let me know if there is anything I can do to help you or your student with this.

Thank you for your time and I look forward to the fantastic year we are going to have!

Ms. Amanda McClure

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Classroom Policies

Student Expectations:

All students are expected to abide by the following classroom rules.

1. Respect and be courteous to all in the class – the teacher, your classmates, and yourself. Use appropriate language and manners.
2. Follow the teacher’s directions.
3. Be in your assigned seat when the bell rings with all required materials and completed homework.
4. Be attentive and on-task. Absolutely no heads on desks, sleeping, or playing on cell phones is allowed.
5. Be honest at all times; do not lie, cheat (copy), or plagiarize.

Disciplinary Measures :

The following are steps which may be taken if a student chooses to break classroom rules:

1. Verbal warning
2. Detention and parent contact
3. Parent/guardian conference
4. Office referral

Parents, please note that time taken to discipline one student is learning time taken away from the rest of the class. Encourage your student to comply, be respectful, and to bring issues to the teacher in a constructive, non-confrontational manner.

Please note: extreme cases of misbehavior will be referred directly to the administration. Cheating, Plagiarism, and Collaboration.

Absent Work:

Students **must** come and pick up absent work by the next class period; preferably, they should come by to pick it up the first day they are back at school. Students have **3 days** to turn in absent work before it becomes late. **Students are responsible for picking up their own work - I will not track them down or bring it to them.**

Late Work:

Late work will be accepted with the following grade deductions:

- On the day due after the teacher has collected the assignment – 10 point deduction
- Next day – 20 point deduction
- Two days late – 30 point deduction
- After the third day – late work will receive a maximum grade of 50 (per the Handbook). Note that this does not necessarily mean after the third day that a 50 is given.

Late work may only be turned in directly to the teacher. The teacher is not responsible for late work left on a desk or slid under the door.

Missed Tests and Quizzes

Any student who misses a test or a quiz must make it up within **five school days**. (This is a teacher implemented rule.) After five school days, the student must see me (the teacher) about what options they have for retesting and/or why they haven’t made up the test.

Cheating – See GISD policies in student handbook.

Plagiarism – See GISD policies in student handbook.

Collaboration – See GISD policies in student handbook.

Neatness

While I strive to be able to read each student’s handwriting, there are limits. If I cannot read what a student has written, I cannot and will not grade it. Students are encouraged to continually increase the neatness of their handwriting.

Tutorials

If a student needs help outside of these times, I am usually available. Please come and let me know beforehand if you need to come to tutorials outside of the scheduled times.

Tutorial times:

- Monday - 3:50 - 4:30
- Tuesday - 7:45 - 8:10
- Wednesday - none
- Thursday - 7:45 - 8:10
- Thursday - 3:50 - 4:30
- Friday - none

Though I understand the need to be able to reach your student, students will not be allowed to have cell phones out during class. If they do, the cell phone will be confiscated. **If you need to reach your student during class, please call the front office.** Students will be asked to place their phones in a specified place during class to discourage use. They may not be in any other place but their backpack or in the specified class spot. If students choose not to do this and use their phone during class, the phone will be taken up and given to the front office where they will be charged money to get it back. If a student repeatedly has their phone taken up in my class, I will require them to turn it in to me at the beginning of every class.

Supply List:

Please see the next page for a complete supply list.

Cell Phones:

Supplies:

All students will need:

- 1 composition book
- 1 package of #2 pencils
- 1 package of Pink erasers (3 to 5 erasers)
- 1 package of glue sticks
- 1 box of tissues
- 1 bottle hand sanitizer
- 1 highlighter (any color)
- 1 colored pen for grading (any color but blue or black)
- 1 multi-pack of 3x3 colored sticky notes
- 1 package of 3x5 lined index cards

Parent or Guardian,

Please provide your contact information below and note how you would prefer to be contacted for both routine and more urgent matters.

Student Name

Parent(s) or Guardian(s) Name:

Daytime Phone: _____

Evening Phone: _____

Cell: _____

Which of these phone numbers would you prefer to be contacted at? _____

E-mail: _____

Preferred language: English / Spanish / Other (please specify): _____

Is there anything I should know about your student for this year?

Lastly, please sign and date below and have your student return **this sheet to me. Do not return the other papers.** Your signature indicates that you have read the classroom rules and policies and agree with them. If you have any questions about them whatsoever, please do not hesitate to contact me as soon as possible.

Parent or Guardian Signature

Date _____