 August 8, 2014

Dear Parent(s)/Guardian(s),

Welcome to a new year at Whitehaven High School. Our mission is to work with parents to help mold students into lifelong learners. One goal is to make this the best year for your child academically, socially, and emotionally. Throughout this year, we will be involved in many different aspects of the learning process. Projects, labs, computer simulations, as well as, computer review games, quizzes, activities are among the many activities planned for this year.

One of the expectations at Whitehaven High is that teachers and parents form a bond. This bond will serve as a forceful complementary piece to help bridge the gap between home and school. Such a relationship reinforces common expectations, links the community, and most importantly welcomes an open communication passage that will ensure the success of “our” children.

In an effort to be successful, I need your help. The success of students is strongly linked to the involvement of parents. Please join me in fostering the best in your child(ren); I value your participation and welcome it. Also, please let me know of any concerns or problems immediately so that they can be addressed quickly. If you have any questions, or if I can be of assistance to you, please call us at 901-416-3000. I am available for conferences daily from 910-945a. Please call the main office to schedule appointments when necessary.

Education is at its best when there is a strong partnership between the home and school. This partnership should thrive on communication. With this in mind, we encourage the following:

* Review the Student/Parent Handbook and our school rules and procedures with your child prior to signing and returning the last sheet of this packet.
* Encourage your child to put a high priority on education.
* Support all school activities at least with your presence.
* Become acquainted with your child’s teachers.

Classroom behavior is very important. Every child has the right to learn and should not keep other students from learning. Expectations are designed to promote safety and learning. Below is a list of general expectations and procedures within the classroom and throughout Whitehaven High School.

# Expectations for Success

1. **Be Prompt**

Be on time, seated and ready to work as soon as the bell rings.

Turn in all assignments on time.

1. **Be Polite**

Follow all school rules, policies, directions and procedures.

Do not eat, chew or groom during class time.

Remain in your seat unless given permission to do otherwise.

Respect yourself and others.

1. **Be Prepared**

Bring paper, folder/binders and all other supplies necessary for class daily without exception.

Bring extra reading material to every class to read when work is completed (a book, magazine, etc.) or utilize the computers in the classroom for additional practice.

Grading Scale Grading Distribution by Percentages

93-100 =A (Excellent) 10%……………Homework

85-92 = B (Good) 20%……………Class Participation

75-84 = C (Satisfactory) 20%……………Classwork

70-74 = D (Poor but passing) 50%……………Assessments:

Below 70 = F (Failure) Quizzes, Projects and Lab Reports - 35%

Nine Weeks Exam - 15%

**Conduct:**

Students are expected to abide by the rules and guidelines for Shelby County Schools as well as Whitehaven High School. Students begin each grading period with 100 conduct points. The remaining points at the end of the quarter determine the student’s conduct grade.

**Reasons for losing points and the number of points per incidence**:

* Reporting to class without the necessary materials, assignments and /or supplies (1 point)
* Late for class (1 point)
* Eating food, popping gum, drinking (1 point)
* Talking at inappropriate time (1 point)
* Unnecessary interruption of classroom activities (1 point)
* Failure to follow any other classroom procedure (1 point)
* Disrespectful towards a classmate. Example: Checking. (5 points)
* Use of profane language (10 points)
* Personal grooming (1 point)
* Disrespect/insubordination towards the teacher or substitute teacher (15 points)
* Fighting (20 points)
* Dress Code Violation (1 point)
* Electronic devices visible, used, going off during class (cell phones, iPods, mp3 players, etc.) (2points).
* Talking during announcements/pledge/moment of silence (1 point)

Conduct Grade Scale:

95-100=E 85-94= S 80-84= N 79 and below=U

**Procedures:**

# Entering the Classroom

1. Arrive on time
2. Come in quietly
3. Complete Daily Warm-up assignments (QOD/Bellwork/Do Now)
4. Upon completion, get ready for the next part of class

# Necessary Supplies

1. Black/Blue pen, pencils, paper, binder with dividers
2. Material to read when work is complete (book, magazine, crossword, etc.)

**Seeking Help (without interrupting the class)**

1. Raise your hand.
2. Quietly wait for your teacher to come to your desk or recognize your hand.
3. Do not shout out or get out of your seat.

# Assignments

1. Papers should be headed in the upper right hand corner as follows:
   1. Name
   2. Date
   3. Period Number
   4. Assignment name and page number
2. Papers must be neat and written legibly at all times

**Notebook/Binder:**

You will need to keep a three-ring binder with five dividers. There may be times when students are able to use these materials on tests. Part of your success in this class depends on being organized. Your notebook needs to be organized as follows:

Tab #1 – General Information (this will be for class policy & procedures, syllabi, lab rules, etc.)

Tab #2 – Learning Objectives and Week-at-a Glance

Tab #3 – Notes

Tab #4 – Handouts

Tab #5 – Graded papers

**Students are required to bring their notebook and index cards to class every day. NO EXCUSES. NO EXCEPTIONS**.

**Supply List:**

3-ring binder colored pencils/ or markers

5 dividers highlighter(s)

blue or black ink pens Index cards

#2 pencils notebook paper

Donations of tissue, hand sanitizer and copy paper are not required, but ALWAYS appreciated. Thank you!

### Dismissal at the end of the period

1. Remain in your seat until dismissed by your teacher. The bell does not dismiss you. The teacher will dismiss the class verbally.

**Tardiness** (see the student and parent handbook for additional board/school policies)

**If you are absent** (see the student and parent handbook for additional board/school policies)

1. Check the make-up folder for any missed assignments. This is the **STUDENT’S** responsibility, not the teacher’s. All make-up work must be submitted within 2 days of returning after an absence.
2. Give all make-up work directly to the teacher.
3. It is the student’s responsibility to reschedule any tests/quizzes missed as a result of an excused absence.
4. Students will NOT be allowed to leave class excessively to go to the restroom without a medical reason and doctor’s note on file. The D-building office will need a copy of the note.

### Locker Time

Students will have the opportunity to go to lockers before reporting to class, but not during class.

### Intercom Announcements

Students are expected to be silent during Intercom Announcements…NO EXCEPTIONS!

**Consequences for failure to follow procedure:**

Failure to follow any classroom rules/procedures will be handled accordingly:

1. 1st Offense – Redirect and Verbal warning
2. 2nd Offense – Redirect, Verbal warning and written summary (by student) of offense.
3. 3rd Offense – Parent contact
4. 4th Offense – Parent Conference with Grade Level Administrator.
5. 5th Offense – Referral to office.

NOTE:

\***Some situations will require immediate office referral, such as insubordination, fighting, sexual harassment, and cursing or disrespect for the teacher or substitute teacher.**

\***Behavior WILL affect all students’ opportunities to attend extracurricular activities such as homecoming activities, field trips, etc.**

Please know that all situations could not be covered. There will undoubtedly be occurrences that demand attention not specifically mentioned. We will strive to be fair and consistent and handle the situations in a manner that will be best for the school and the student. We sincerely hope that all students will conduct themselves in such a manner that none of the punishment situations will apply to them.

Teacher website: <http://bufordsbiobuzz.weebly.com>

Teacher email: bufordkm@scsk12.org

Yours in education,

Kimberley Buford, NBCT