Dear Parents/Guardians and Students,

**Welcome**

I would like to take the opportunity to welcome you to this exciting year of science. I expect this semester to be extremely rewarding, educational and fun for us all!

This course will prove to be challenging and is based on standards deemed appropriate for your student’s grade level. In this course, each student will be expected to participate in all activities. We will have several quizzes, daily activities, tests, labs, papers, and projects

It is our goal at WHHS for every student to be more than proficiently educated. It is my personal goal not only to educate students but to encourage students. I hope to instill in all of my students a desire and enthusiasm towards their education.

**Materials**

2” 3- ring binder/notebook

Pencils/pens

Highlighter

Index cards

Colored pencils or markers

A good attitude!

**Grading**

Students will be informed of due dates, point values of assignments and timelines well in advance. They will have ample time to prepare for any graded assignment. Students will also be given rubrics for any major projects. I expect ALL assignments to be turned in on time.

You may also follow and chart your student’s progress on the PowerSchool website. All of their grades and assignments will be posted there. If you need assistance accessing this you can contact our Guidance Department.

Please note the following state wide grading scale:

100 – 90 A

89 – 80 B

79 – 70 C

69 – 60 D

Below 60 F

Some of the major course assessments for this class will be unit tests at the end of each unit and projects throughout the year. There will also be mini-labs, journals, daily grades, quizzes and large individual and group projects. I will keep record of all of these grades electronically so that they are available to parents and guardians as well. Grades will be returned in a timely fashion. Students will be provided with their work so that any questions they have may be addressed for clarification.

**Tutoring**

Tutoring will be available for all students.

I am available upon request after school and during our flex period. Students may also make an appointment for private tutoring if scheduled ahead of time. Furthermore, members of Beta Club also assist students struggling in various subject areas.

**Special Needs:**

If any student has any special need, such as a medical alert, I will be more than willing to make accommodations and assist in any way possible. Please contact me and arrangements for your specific situation will be made.

**Parent Conference**

If a parent conference is needed it may be scheduled via e-mail or through the Guidance Department. These conferences may be scheduled during my planning, fourth period, or before school. I will provide a grade report during the conference with examples of the students work and a record of their behavior during class.

**Class Expectations and Rules**

* My number one rule in our class is **RESPECT**. Respect yourself, others, their property and the classroom.
* Be positive!
* Do your best at all times!
* Follow directions the first time!
* Use time wisely!
* Enjoy! Learning is fun so have some!

**Privileges/Rewards:**

* Praise (daily)
* Homework pass (random)
* Surprise gifts (random)
* Phone call home (random)

**Discipline/Consequences:**

1. Warning/reprimand
2. Call home/parent conference
3. Referral
* Severity Clause: I as the teacher, reserve the right at my discretion to address unacceptable behavior accordingly and skip any steps that I decide necessary.

**Procedures:**

* Entering the classroom:
	+ Walk in quietly, turn in homework, take your seat and begin your bell drill.
	+ Be working on the bell drill and seated when the tardy bell rings; otherwise, you are late.
* Exiting the classroom:
	+ Remain seated until dismissed verbally by me, not the bell!
	+ Turn in any class work that is to be graded on your way out of the door after being verbally dismissed by me.
* Punctuality:
	+ Everyone is expected to be punctual in the professional world, and I view the classroom as the professional world for students. I follow WHHS attendance policy.
* Classroom etiquette:
	+ Be on time and PREPARED!
	+ Return all items to their designated location, carefully and quietly after each activity is over.
	+ Respect the speaker. Speaking while others have the floor is impolite. Raise your hand and wait to be acknowledged to earn the floor.
	+ We follow the WHHS policy for cell phone use in the classroom. Cell phones will be confiscated the first time they are seen. (WHHS policy)
	+ Be alert and attentive during class.
	+ Show respect to any person visiting our classroom.
	+ Be courteous with furniture and equipment; please do not misuse anything.
* Absences
	+ All excused absences must be documented!
	+ Whenever you are absent you will miss information! **It is your responsibility to obtain the information you have missed!**
* Restroom Policy
	+ According to school policy, each student is only permitted three passes per nine weeks. Passes will not be issued after the three allotted have been used.
	+ Students will not be permitted to leave class for restroom purposes during the first 10 minutes of class or during the last 10 minutes of class.
	+ Students will not be permitted to leave the class for restroom purposes during lecture.
* Other Policies
	+ All school policies will be followed as well. This includes the uniform policy, food and drink policy, ID policy, tardy policy and any other policy that is listed in the student handbook.
	+ Students will not be permitted to touch anything without clear consent as this is a lab and some items can be dangerous.
	+ Students will stand and either recite the Pledge of Allegiance or respectfully stand silently.
	+ Students will remain silent during the moment of silence.
	+ Students will remain quiet and listen respectfully during the morning announcements or any other announcement.

**Classroom Expectations:**

|  |  |  |
| --- | --- | --- |
| Respectful | Organized | Accountable |
| * Keep eyes on the speaker.
* Use appropriate and respectful tone.
* Raise hands and wait to be recognized.
* Respect the space and belongings of others.
 | * Arrive on time with all necessary materials.
* Have materials ready before the tardy bell rings.
* Follow classroom procedures
 | * Be properly dressed with ID properly displayed.
* Complete all assignments in a timely fashion.
* Accept responsibility for your own work.
 |

**Contact Information:**

Ms. H. Hughes

Room # 205A

hhughes@hampton1.k12.sc.us

I look forward to this semester!

Sincerely,

Ms. Hughes

**Parent/Student Signature Form**

Please return this form signed, acknowledging that you have read and understand the terms listed above. Please return this form as soon as possible; students will be receiving their first quiz grade for this form.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian contact Information: (Please print)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (including zip code please):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information you would like me to know: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_