August 23, 2016  
French 4 (DP, Year 1)

Dear Parents, Guardians, Students,  
  
*Bonjour!* And *bienvenue* to the **first year** of IB, the Diploma Programme, French class at Signal Mountain Middle High School. My name is **Madame Thévenet** and I will be teaching high school French. I am very excited and eager to share my love and passion for the French language and culture with your son/daughter.    
   
**How will this class operate?**  
This program is rigorous, but "do-able". We will be reading, writing, and discussing topics, in a variety of mediums, based on Language B's core themes: 1) Communication and Media, 2) Global Issues, 3) Social relationships, 4) Customs and Traditions, and 5) Health and Well-being. The class will be conducted primarily in French. *Oui, c’est vrai!*

There will be homework, but not every night. Occasionally, there may be a project that has to be done outside of class; however, my plan is to do the more complex work in class.

Some tests and quizzes will be given to assess skill sets; however, most tests will be taken in the same format as the assessments given at the end of the two years, in order to practice.   
Grades will also be given for participation and coming prepared to class.

If a student is absent, the student has 5 school days to make up any missing work, once they are back in school. If the 5 days lapse and the student has not turned in the work, it becomes my choice whether to allow them to make up work and how much credit to give them, if I do allow it. Please remember that your teachers have anywhere from 120 to 140 students. Encourage your students to make a point to seeing his/her teachers as soon as possible to get missing work.

TARDIES are unacceptable. If you do not arrive to class by the time the tardy bell rings, you will have to get a late pass from the office. If you come unprepared to class and have to leave to go get supplies and texts, it will be counted as a tardy.

As far as behavior is concerned: Respect is the operating word. Listen when I or a peer is speaking. Do not touch things on or near my desk without asking first. Put-downs, inappropriate remarks (of any kind), and being outwardly hostile will result in being asked to leave my classroom.

Electronic devices are allowed in my class, by PERMISSION ONLY and only for the purpose of doing school work. During class is not the time for students to be communicating with friends or family. Abuse of this will result in the confiscation of your students’ phone. If you need to reach your student or your student needs to reach you, it needs to be done through the school lines or at lunch. The school-wide policy is as follows:

|  |  |  |
| --- | --- | --- |
| **1st offense:**  **Confiscated for 10 days** | **2nd offense:**  **Confiscated for 30 days** | **3rd offense:**  **Confiscated for the year** |

**What does your student need?**

* Composition Notebook
* 1” binder with 8 tabbed dividers
* Paper, pencil, pen
* Textbook (provided by teacher)
* French/English dictionary: I know many students have apps and web browser capabilities on their phones and at home, but electronic translators are only good for individual words (and even then, not always accurate). When it comes to phrasing and sentence structure, they do not function correctly and will cause more harm than help.

**Academic Honesty**

Use of inappropriate aid and/or copying the work of someone else will not be tolerated. Plagiarizing or using translators will result in a grade of zero, a meeting with the parents/administrators and the possibility of being kicked out of the Diploma Program.

Parents and guardians need to fill out the information on the last page. Students should have their supplies and the completed, information forms **by Monday, August 15.**   
  
**Online Communication**  
ManageBac will be my primary form of communication with your student. Emails will be sent via ManageBac. Documents for class and homework will be posted in it. Your student should have a ManageBac account. Please check with your student to make sure it is updated with his/her most current email address.

**Mature Content Statement**SMMHS’s mission is to provide a world class education that successfully engages our students and fully prepares them to compete with students from all over the world. Our required reading selections are carefully chosen for their complexity and richness of ideas—ideas that we expect our students to analyze, discuss, and reflect upon. In such a diverse community as ours, we cannot ensure that your student will never encounter content that may conflict with his/her (or the parents’) personal beliefs and values. Rest assured, however, that we are committed to fostering classroom environments where difficult content is addressed with the utmost maturity and professionalism. Text substitutions cannot be made.

Any extra supplies that could be donated to the class, such as tissues and hand sanitizer would be greatly appreciated but are certainly not a requirement. **Students can receive 5 points on their first quiz for bringing either of these in (maximum of 5 points).**

I love to hear from my students’ parents and guardians. The best way to reach me is through email. If that is not possible for you, do not hesitate to call and leave me a message.

Sincerely,

Amber Thévenet

**Email**: [thevenet\_a@hcde.org](mailto:thevenet_a@hcde.org)

**Phone**: 423-886-0880 **ext. 231**

**Room:** 2149

**Information and Signature Page for Mme. Thévenet  
2016-2017**

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

Parent/Guardian(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian best email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian best phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your student have access to the internet at home? YES NO  
Circle One:

Are you interested in helping with class events?   
Circle one: YES NO  
  
If yes, then what is the best way to reach you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extracurricular activities in which the student participates during the year:  
1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything specific I should know about your student (strengths, weaknesses, medical issues, etc)?

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

**By signing below, the parents/guardians and the student acknowledge that they are aware of the procedures set in place for this course and the possible discipline actions for breaking the rules.**

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_