

CARROLL SENIOR HIGH SCHOOL

MRS. SANDRA GRIFFIN

2009-2010

Classroom Procedures and Course Information

Dear Parents and Students,

I want to take this opportunity to welcome you to another great year at Carroll Senior High School. Working together, we will be able to accomplish many goals and continue your path toward your future career.

Let me preface this information by stressing the need to read the Student Code of Conduct with your student. In order to carry out the programs of the district, school, and classroom, it is important that we have good classroom discipline. The following rules apply in my classroom:

1. Be in your desk and begin work on the warm-up when the bell rings.
2. Be prepared with the necessary materials and assignments due.
3. Clean up after yourself so that the classroom is always neat.
4. Be considerate of others.
5. Follow the instructions of the teacher.
6. **Respect** yourself and others; **respect** school and personal property; use self-control; work quietly; do not disturb others.
7. Raise your hand and **wait** for permission to speak.
8. Pay attention and listen – do not ask for things to be repeated because you were not paying attention.
9. Use your time wisely so that you will have a minimum amount of homework.
10. Do your best, quality work.

Attendance directly affects learning; therefore, every effort should be made to keep absences to a minimum. **ALL** work missed when absent must be made up. It is the student's responsibility to get the assignment and return the completed work within the specified time. Each assignment not made up will be recorded as a zero. A zero can be devastating to your grade. It takes 3 100s to bring a zero up into the 70s.

The following letter will explain a little about my schedule, your class within that schedule, what is expected, when and how to reach me, if needed, and the supplies that you will need for your class.

SCHEDULE

Carroll High School's phone number is 817-949-5800. Content Mastery is in room 313, extension 5883. The resource classes are in room 303, extension 5872. If I am unavailable, please leave a voice message and I will return the call as soon as possible. In addition, you can always reach me by e-mail at griffins@cisdmail.com. Also available are my web pages for my resource classes. The Basic Algebra 2

web page is <http://www.quia.com/pages/algebra2.html> and the Basic English 4 web page is <http://www.quia.com/pages/benglish4.html>. Please check them often as I will be posting pertinent information, assignment and test information and due dates, as well as tidbits that you might find helpful to make this year as successful for you as possible. I hope that you will find them helpful.

My schedule, at present, is as follows:

“A” Day	“B” Day
1 st Basic English IV	5 th Conference
2 nd Office	6 th Basic Algebra 2
3 rd Conference	7 th Basic English IV
4 th Content Mastery	8 th Conference

GOALS

Our combined efforts (teacher, student, and parent) will make this a productive and enjoyable year. My goal for each and every student is his/her success. I will do everything within my power to assist the student toward this goal. My philosophy for my SENIOR high school students is to enable them to become responsible, productive, self-sufficient young people, prepared to enter the world of higher education, vocational or technical training, or the world of work upon their graduation from four years of high school. Toward this end, I will assist them in becoming their own advocate and dealing directly with any problems they may face during their remaining year(s) with us. If they, at any time, need my assistance with a situation, I am happy to meet with them and help with the solution. I look forward to working as partners with students and parents in assisting with a successful Senior High School career.

GRADING INFORMATION

My grading system is 60% for major assignments, tests, and quizzes and 40% for daily grades. Three week progress reports will be sent with all my students, regardless of their grade in my class. Report cards will be issued the week following the end of the six week grading period. Parents, if you need the dates that these will be sent home, please call the office. They will be happy to supply them to you. If at any other time, you wish to know the student’s progress, please call or e-mail me. (E-mail: griffins@cisdmail.com or go to www.southlakecarroll.edu, choose the tab at the top of the screen for **Parents**, on the next screen, choose **Schools**, select **Carroll Senior High School**, choose **Academics**, then **Faculty**, and select the faculty member you wish to email. My suggestion, if you need to keep in close contact with your student’s teachers, is to create a group in your e-mail program and send a message to those teachers each week or as needed.)

SUPPLIES (Need to have for class no later than Monday, August 31)

All classes:	11/2 – 2 inch 3-ring binder with 5 dividers Pens, pencils, erasers, notebook paper Two boxes of tissue
English classes:	Spiral Notebook to be used for journal Students may wish to purchase their own copies of the books that we read. Additional items will be needed as we work on various projects (research paper, flipchart presentations)

Algebra 2 classes:

Graphing Calculator
Ruler
Graph Paper
Spiral Bound Index Cards
Pencil is *required* for all math work

TUTORIALS

I will arrange tutorials with any student at a time convenient for both of us. I am available for about 30 minutes after school any day that we do not have meetings scheduled and I have no after school appointments. Other than these times, the student needs to make an appointment with me. I will wait 5 minutes after the scheduled time. If the student does not show up within that time, I may not be there.

CURRICULUM NIGHT

Our curriculum night at Carroll Senior High School is Wednesday, September 9 from 6:00 to 7:00 PM. I look forward to meeting each and every one of you then if you are able to come. I am excited about the new school year and meeting and working with you all.

Sincerely,

***PLEASE SIGN AND RETURN THIS PORTION OF THE LETTER TO ACKNOWLEDGE
RECEIPT OF THE INFORMATION CONTAINED IN THE LETTER ABOVE. THANK YOU.***

STUDENT

PARENT(S) OR GUARDIAN(S)