



Dear Parents and Students,

Welcome to 12 Grade College Prep English. I am looking forward to an exciting and productive semester. Please read the following information, sign the attached page, and return it to me tomorrow. Students should keep this letter in their notebooks to refer to as needed.

In this class students will study the English language, composition, and British literature. The history and cultural background of literary periods will be emphasized, and students are expected to acquire a solid foundation in the important authors, concepts, and points of view representing each time period covered. This course also includes the complete spectrum of language study: grammar, usage, semantics, dialects, history, etc., and provides students with an opportunity to study and analyze a variety of literary works and genres. Students will hone their composition skills as they prepare papers and oral presentations that display their ability to interpret literary selections and enhance language skills. Vocabulary units will be assigned on Mondays, and students will be tested on these units on Fridays unless students are notified otherwise. **All assignments are due on the day requested.**

If you have concerns or questions, please contact me by email (castonkg@spart6.org) or by phone (582-4347 ext. 2106). Please visit Dorman's website (<http://www.dormanhigh.org/>) to login to PowerSchool. At this site, parents can view student grades, attendance, course history, and discipline records.

The following statements will clarify classroom policies:

- ◆ Students should be familiar with and observe the various rules and policies in the student handbook: absenteeism, tardiness, discipline, cheating, food and drink.
- ◆ Students should schedule their time carefully to help them meet the demands of the course. If absent, students should call a classmate to get information on further assignments and check with me about missed work upon their return to school. All copies of assignments will be located in a designated crate on the counter for students to pick up upon returning to school from being absent.
- ◆ All assignments turned in for a grade should be written in pencil, blue ink, or black ink.
- ◆ Students should be in seats ready to begin work when the tardy bell rings. **Please see the tardy policy on page 19 in the student handbook.**
- ◆ Students should bring proper materials (notebook, textbook, homework, pencil, etc.) to class every day.
- ◆ Students are responsible for work missed from absences or school-related activities. The student handbook details the rules for make-up privileges. Students who are absent the day a paper is due or a test is given should have the paper ready to turn in or be prepared to take the missed test the day they return to school. **All missed work must be completed and submitted within five days of an absence.**
- ◆ Homework that is checked at the beginning of class is not accepted late.
- ◆ Grades on essays, projects, and other assignments will be dropped one letter grade for each day late.
- ◆ **Students are responsible for ensuring that they have a working printer ahead of time for typed assignments.** Malfunctioning printers do not excuse late work. Check ahead of time to make sure your printer works properly. Otherwise, you may hand-write assignments or print documents via a USB flash drive in the Media Center before the class period in which it is due. Papers not turned in on time because of printing errors are still considered late. Assignments should not be submitted electronically.

Supplies Needed

- Three ring binder (1 ½ or 2 inches) with 5 dividers—Notes, Tests & Quizzes, Essays, Vocabulary, Research and Projects
- Loose leaf paper
- Pens (blue or black) and pencils
- Highlighters and post-it note flags to annotate text as you read

Grading Policy—grades are weighted as follows

Daily/Homework	Counts once
Quizzes	Count 1.5 times
Tests	Count 2 times
Essays/Writing Assignments	Count 2 times
Projects	Count 3 times
Research	Count 3 times

Sincerely,

Kathie Caston



Class of 2011

I have read the parent letter for 12th Grade College Prep English.

Parent's signature

Student's name (please print)

Parents may keep the first sheet.

Students should return only the last sheet with signatures.

Parent email : _____