



August 15, 2011

Dear Parents and Students,

Welcome to English 12. 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 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. The English 12 course covers traditional language topics, English usage, technical writing, word study, and literature, but from a perspective of practical application in the technological world. Instruction is geared toward developing better human relations skills; course content includes clear, concise, and organized communication skills in both oral and written forms for job related needs. These courses focus on the reading and information processing skills needed to keep pace with the rapidly changing demands of the workplace. 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).

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, eating and drinking in class.
- ◆ 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. Missed assignments and handouts are located in the green crate labeled English 12 on the counter at the back of the room.
- ◆ Students should be in seats ready to begin work when the tardy bell rings. **Please see the tardy policy 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. Papers not turned in on time because of printing errors are still considered late. Assignments should not be submitted electronically. If you do not have a printer at home, make arrangements in advance to print out your paper before the assignment is due. We may use the library or the laptop lab for some typed work, but you will have some assignments that will need to be typed outside of regular class time.
- ◆ **ALWAYS SAVE YOUR WORK ON A COMPUTER HARD DRIVE AND A FLASH DRIVE.** Any documents saved on computers at school **MUST** be saved in your own folder on the share drive. Be sure to login to a school computer using the correct student login information to ensure that you do not lose any of your work.
- ◆ Please ask permission to leave your desk to throw away trash, sharpen pencils, etc.
- ◆ Please do not leave trash around the room. Use the trash cans near each classroom door.

Class Rules:

1. **Be on time and be prepared.**
2. **Treat everyone with respect and dignity.**
3. **Try your best.**
4. **Be honest and take responsibility for your words and actions.**
5. **Follow all school rules as outlined in the handbook.**

Grading Policy:

Daily (HW, grammar, class work, etc.)	Counts once
Quizzes or Short Writing Assignments	Count twice
Tests or Writing Assignment	Count three times
Projects and Research	Count three times

Extra Credit Policy:

I do not believe that extra credit should be used to make up for not completing regular work; however, I occasionally will offer opportunities for students to earn some extra credit. I build in extra points on quizzes and will sometimes ask students to find out more information about a topic that has come up in class discussion. These limited extra credit opportunities will be given at my discretion and I will decide how many points will be awarded to students based on how well they met the criteria and how thorough their work is.

Discipline Policy:

Minor Offenses

First offense: recorded and discussed after class

Second offense: after school detention and parents contacted

Third offense: referral to assistant principal

****Any major offense or class disruption will result in the student being removed from the classroom by an Assistant Principal.**

Supplies Needed:

- ✎ three-ring binder (1 ½ to 2 inch)
- ✎ tab dividers for the binder
- ✎ notebook paper
- ✎ pencils
- ✎ black or blue ink pens (Other colors may only be used for annotation or correction.)
- ✎ highlighter
- ✎ flash drive (highly recommended)

Sincerely,

Kathie Caston

I have read the parent letter for Ms. Caston's English 12 class.

Parent's signature

Student's name (please print)

Parent e-mail address _____ @ _____

PLEASE PRINT NEATLY.

**PLEASE RETURN THIS SIGNED SHEET AND KEEP THE LETTER IN THE FRONT OF YOUR
NOTEBOOK.**