Dear Parents and Guardians,

Welcome to the 2016-17 school year at Boca Ciega High School. My name is Ms. Smith and I have the pleasure of having your student in my class. I look forward to a year of achievement, knowledge, and academic gain for all. This can be done with all participants doing their part. This year we, as a school, are using a binder system. This means each student will have one (or two for blue/gold days) that will travel with them to each class. In the binders will be the students’ notes, homework, class assignments, etc. This is a school wide requirement and will count for 15% of your student’s quarterly grade. These binders can be purchased at school for $10.00 which includes: binder, notebook paper, dividers, and a pencil pouch. It is a great deal.

My classroom is a safe learning environment designed for all students to be successful. The expectations of the students are simply to be here and be ready to learn. I will use a variety of strategies and materials to ensure that each and every individual will make gains this year. My hope is that we will all work to make it the best year possible. Please feel free to contact me at any time you have questions or concerns.

As we all strive for the common goal of preparing our students for a successful and productive future, be assured that I will do what it takes to attain that goal. Remember, it takes a village…

Sincerely,

CB Smith

[smithcin@pcsb.org](mailto:smithcin@pcsb.org)

893-2780 ext. 2136

Classroom Expectations

* Be here on time and ready to learn
* Respect the rights and space of others

Classes

* English/Language Arts-We will cover such skills as parts of speech, writing skills (including various types of essays), as well as reading which will cover determining main ideas, text features, and novel reading.
* Career Experience-Upper classmen will be involved in a job experience situation at Publix Grocery Store. They will have the opportunity to work in various departments with various responsibilities 4 days a week.

Materials Needed for Class:

* One 3 inch binder for ALL classes
* Paper
* Pencil/pens

Please have the materials needed by Monday August 31st. Also, please keep in mind that we will be using these materials all year. Your student will be responsible for letting you know if items need replacing throughout the year. If you’d like to send in extra items for a classroom supply…we’ll take it!!

Academic Expectations:

* Turn in all work on time. If you cannot complete a classroom assignment in the allotted time, you will be able to complete it for homework and turn it in at the beginning of the next class meeting.
* The student is responsible for getting all make up work after an absence. There are boxes in the classroom that will have any assignments they have missed. Students will also be able to use the laptops in the class to check the website to see what they missed.
* All bell work is to be completed during the first five minutes of class.
* Please advocate and ask for help if there is confusion concerning an assignment.
* I do not accept late work if a student has an unexcused absence. ALL MAKE UP WORK NEEDS TO BE TURNED IN AT THE START OF THE NEXT CLASS MEETING.

Classroom Expectations:

* Students are expected to be in the room and beginning their daily bell work when the tardy bell rings.
* Have all class materials ready for the day.
* There is NO sleeping in class.
* Students are expected to clean their area of work at the end of each period.

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

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