Students, Parents, & Guardians,  
  
     Welcome!  I have great hopes for this year.  I have a few expectations of my students I want to make you aware of before we begin.  If you look around you will find that your classes are made up of people from all walks of life.  Our classes have people of all races and cultural diversities.  I expect you to take advantage of the situation by learning and growing from the interaction that you will experience in class.  You will find fresh ideas in this subject by keeping an open and active mind.  We are living in exciting times, and I hope that you can learn to feel some of that excitement.   
  
     I expect you to read all of your assignments, do all of your homework and participate each day in class.  These actions will not only affect your grade but also produce a learning experience that will add value to your life and mine.  You are here to prepare for the next grade, as well as the real world.  I will therefore expect you to arrive in class on time, earn your grades, and not quit just because you have a bad day or week.  I expect you to respect your fellow students and me, and I will do the same for you.  This holds especially true when it comes to asking questions.  There are no stupid questions except for those that you don’t ask.  If your classmates ask a question that sounds silly to you, show them respect by keeping that opinion to yourself.  You may have the opportunity to ask a question someday and would want that same respect.  
  
I have three simple rules for my class:

1. Follow all school rules.
2. Remember you are a guest in this classroom, so behave accordingly.
3. Do your job and let others do their jobs.

     If you would like to discuss class, grades, policies, or even class content, please feel free to set up an appointment with me by calling the school at 955-6718.  I will be happy to meet with you to discuss class issues. You can also email me, which is often quicker for me to respond to throughout the day.  
  
     Please read over the course syllabus carefully.  It has some important information for you, such as absentee policy, and homework notes.  It also details the grading system used in my class.   
  
    When you have gone over the information in both this letter and the syllabus, please fill out the information on the back and return it to me as soon as possible.  Thank you and with your help, I look forward to a successful year.

        Thank You,  
  
         Mrs. MacCord  
        maccoram@gm.sbac.edu  
         http://mrsmaccord.weebly.com/  
 **Mrs. MacCord’s Student Information Sheet**  
  
Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Phone number: day: \_\_\_\_\_\_\_\_\_\_\_\_\_       evenings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
If you cannot be contacted, who else could I contact?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              
  
May I discuss academics &/or behavior with this person?    Yes    No  
  
If your child plans to participate in extracurricular activities, may I speak with the advisor, sponsor, or coach about your child’s academics and behavior?   Yes   No    
  
  
Please tell me anything you feel I may need to know to help your child be successful in my class this year:  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Please sign to indicate you understand and agree to the class rules and expectations as set forth in this letter and the class syllabus.

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_