September 2017

Dear Parents/Guardians,

 Welcome back to Kecoughtan High School, and another exciting academic year! My name is Mr. Keith Harrington, and I have been assigned as your student’s AP World History teacher for the 2017-2018 academic year. I am a retired Naval Officer and hold a Bachelor’s Degree in History, a Master’s Degree in Education, and am a National Board Certified Teacher. I look forward to sharing my knowledge and love of history with your student in the upcoming year.

 The Advanced Placement World History Course will take your student on a 10,000-year journey through history. During the journey, your student will learn of the political, economic, religious, social, intellectual, and artistic achievements of many of the world’s civilizations.

 In my class, the rules are very simple and base themselves around “respect”: respect for me; respect for each other; respect for my students as learners. The following is my discipline plan to help your student maintain the self-control necessary to succeed in this class.

**Behavior Expectations:**

1. Be in your assigned seat at the end of the tardy bell.

2. Leave your assigned seat only with permission.

3. Follow directions the first time they are given.

4. Show respect and kindness to others.

5. Come to class prepared **everyday**. (**Assignments completed on time, bringing textbook, notebook, and pen, chromebook**)

If rules 1-4 are broken, the following consequences will be in effect:

**Consequences:**

1. Warning

2. Detention

3. Referral

4. Severe clause (fighting, temper tantrums, insubordination, and the like); immediate referral.

We have discussed this discipline plan in class. Please review the plan with your young adult.

 I do not “give” grades to students; they earn them. Over the course of the year, your student will be assigned readings from the textbook and will be given daily quizzes on their homework reading and classwork. They will be required to take good notes as an aid to their study. **If your student completes all assignments on time, pays attention, works hard, and studies for tests, he or she will be successful.**  This is where I need your help as parents/guardians. **Please remain involved in your student’s schoolwork. Ask them about their assignments. They will nearly always have some sort of homework from me, so please question them about it.** With effort, your student can and will be successful.

 Your student can expect one unit test, 2-3 essays, and one research project in the first nine weeks, and two unit tests, 2-3 essays, and one research project in the second nine weeks, followed by a semester exam. In the third nine weeks there will be one-two unit tests, 2-3 essays, and one research project, and in the fourth nine weeks there will be one unit test and 2-3 essays. In addition, the Advanced Placement Examination and the SOL World History II examination will be given in May, plus a final semester exam at the end of the year. My grading policy is as follows:

 9-Week Grade Semester Grade

Tests + Essays = 50% 1st 9 week grade = 40%

Quizzes = 25% 2nd 9 week grade = 40%

Homework/Classwork = 25% Semester Exam = 20%

 If you have any concerns regarding the conduct of my class, or the performance of your student please do not hesitate to contact me. I encourage parent/guardian involvement, and will always make time to talk with you. I can be reached at: 848-2116, or kharrington@hampton.k12.va.us. The phone rings in my classroom, and I will check the messages at the end of the school day. I also have a website **ktharrington.weebly.com**. It lists important assignments, and class information. You are also being sent a course syllabus/contract. Please sign the course syllabus/contract and return through your student the next class.

 I look forward to meeting you. Here’s to a successful year!

 Sincerely,

 Keith T. Harrington