

Greetings Parents!

I would like to make you aware of some important dates and policies for Spring Semester 2009. In an effort to help your student have a successful semester, I am asking that you assist me in encouraging your student to take advantage of the following:



Tutorial & Test Retake Policy for General Chemistry

Tutorial Policy

All students are allowed to attend tutorial regardless of his/her grade in the class. Tutorial time can be used to help the student gain a better understanding of concepts being taught in class, review for quizzes or tests, get help with homework, or make up labs, quizzes, or tests.

Tutorials are held in the afternoons by appointment only. It is the student's responsibility to schedule tutorial time.

- ✓ **Sign in on the Tutorial Sign-In Sheet and indicate the topic they need help with.** Students must come with prepared questions and all materials necessary to work. If a student does not have his/her materials and questions ready, he or she will not be helped.
- ✓ **Arrive on time.** Any student arriving after 3:45 pm will not be allowed to sign in.
- ✓ If a student is making up or retaking a quiz or test, the student must indicate the title of the quiz or test on the sign-in sheet. The teacher will not look up this information for the students.
- ✓ **Participate in class.** Students who sleep in class or remain off-task during class time will not be allowed to attend tutorial. Tutorial is for students who need extra help – not students who choose not to work in class.
- ✓ **Sweep bus.** Please keep in mind that buses are available to provide rides for students attending tutorial on Tuesdays. These buses leave school at 5:00 pm and students must sign up in advance to ride the sweep bus.

Test Retake Policy

All students are allowed to retake any test or quiz in order to improve his/her grade. In order to complete a retake, the student must attend a tutorial session. In tutorial, the teacher will review/re-teach concepts related to questions that students missed on the original test/quiz. The student will then be allowed to take a different version of the test/quiz. The higher grade earned will be calculated into the student's average.

Stay Informed!

You may contact the guidance office to set up an account for **Pinnacle**, which allows parents to check grades and attendance online 24/7.

You may also visit my website to view homework assignments, test and quiz dates, and print copies of any handouts. My web address is:

www.teacherweb.com/ga/campbellhighschool/marquitasmith or just go to the Campbell High School website, click on Faculty Webpages link and then find my name.

Contact Me

If you have any questions or concerns please contact me at marquita.smith@cobbk12.org call 678-842-6850 x 238 and leave a message. The **best** way to contact me is by email.

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Important Dates & Events	
Dates	Events
January 19, 2009	MLK Holiday – Schools Closed
February 4, 2009	Early Release Day
February 16, 2009	President's Day/Student Holiday
February 23, 2009	4th 6-Week Report Card
March 3, 2009	Early Release Day
April 6-10, 2009	Spring Break Holidays
April 17, 2009	5th 6-Week Report Card
May 29, 2009	6th 6-Week Report Card (mailed home)