

Greetings from the World of English

Ms. Franklin
s.franklin@ecrchs.net
Orientation Letter

Dear Parents,

In order to achieve academic success, we must all work together. Please take a moment to review this orientation letter with your child.

Teacher's Responsibilities

1. Prepare, present, review, and evaluate subject content.
2. Assess student performance on a regular basis as to mastery of subject matter.
3. Return graded papers in a timely matter; these papers will be available in students' notebooks for parental review.
4. Be available to students and/or parents for additional assistance.

Student Responsibilities

1. Be in classroom on time and avoid unnecessary absences.
2. Bring materials to class each day (e.g. notebook, textbook, pens, paper).
3. Check supplies daily and replenish as needed.
4. Complete homework according to standards of good workmanship.
5. All assignments (including graded tests, compositions, and homework) must be kept in chronological order in notebook.
6. Consistently maintain courteous relations with teacher and other students.
7. Assume responsibility for personal improvement.
8. Ask for help!!

**** Note: There is no extra credit. Consistent performance is required on all work****

Student initial _____

Parent Responsibilities

1. To check student's assignment sheet/student agenda book in each subject daily and oversee homework as to completion and workmanship.
2. To make available the replenishment of school supplies on a regular basis.
3. To provide reference material (e.g., collegiate dictionary, thesaurus).
4. To avoid unnecessary interruptions to child's regular and timely attendance pattern.
5. To review weekly progress as determined by grades on returned papers.
6. To note unusual problems reflected by student's grades and to contact the teacher when issues of concern arise so that the teacher and parent can constructively deal with those issues.

**** Note: There is no extra credit. Consistent performance is required on all work****

Parent initial _____

HONOR CODE

1. I will not turn in any work that is not my own. I am aware that this includes:
 - A. Plagiarism: Copying published materials word for word without giving the author credit
 - B. Unauthorized collaboration: Sharing answers with a partner on an assignment intended by the teacher to be done alone; this includes unauthorized sharing of computer-generated and xeroxed materials.
2. I will tell the truth. I will not deliberately provide false information.
3. On teacher, parent, or school correspondence:
 - A. I will not use my own handwriting to sign my parent or guardian's name or initials.
 - B. I will not alter or withhold from my parent or guardian information being reported regarding my performance in school.

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4. I will follow these procedures during tests:
 - A. I will not talk during the time the test is being given. I will direct all questions to the teacher, who will answer them at her discretion.
 - B. I will not use unauthorized notes or texts.
 - C. I will not share information with students from other classes.
 - D. I will not copy from other students or employ other methods of cheating.
 - E. I will not borrow other students' work in order to make up papers for folder and notebook checks or tests.
5. I understand that truancy is a violation of the honor code.

CONSEQUENCES OF HONOR CODE VIOLATION

1. Tests, quizzes, notebook or folder tests or checks, homework and class work assignments on which students have cheated will be confiscated and a zero or no credit grade recorded.
2. A "U" slip in work habits and cooperation will be sent home with a copy filed in the counseling office. Students will receive U's in work habits and cooperation and/or a lowered grade for the particular marking period.
3. Students found guilty of cheating will not be recommended for honors and awards during that school year. If two or more students are involved, all students will be treated as outlined above.

Writing:

Writing well is the main objective of this course. Towards this end, it is the bulk of the grade. Students are given the opportunity to significantly revise and resubmit one major writing assignment per grading period (with the exception of the research paper). Revisions must be submitted with the originals **within one week** of the paper being returned to the student. All papers must be submitted in **hard copy and electronically**.

Quizzes and Tests:

Comprehension Checks: Oral reading quizzes are given after each independent reading assignment. If a student is absent these quizzes are **not allowed to be made up**. Two comprehension check quizzes per grading period will be dropped.

All other quizzes and test may be made up after an **illness absence** on the **first day the student returns**. The student is responsible for making up the quiz or test. These scores are not dropped.

Homework Policy:

Thirty minutes of homework is given **daily**. Homework is due at the **beginning** of the period. Students are responsible for homework even when they have been absent. **NO LATE WORK IS ACCEPTED!** Extenuating circumstances will be worked around.

Notebooks and Agenda Checks:

Students are responsible for bringing their agendas to class daily and recording all assignments (regardless of class attendance) in their agenda.

Students are responsible for bringing their notebooks to class daily and maintaining their notebooks. All assignments (including graded tests, compositions, notes and homework) must be kept in chronological order in notebook.

Agendas and notebooks are randomly checked for a quiz grade. There are no make ups given for absent agendas or notebooks.

Parent Signatures:

Parents are required to sign any assignment that earns a grade of D or Fail. Failure to obtain a parent signature will result in a "U" in cooperation and the lowering of an academic grade by one letter for the grading period.

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Grading Policy:

A= 90% and above
B= 80% - 89%
C= 70% - 79%
D= 60% - 69%
F= 59% and below

Grade Breakdown:

50% writing
30% quizzes and tests
10% homework
10% teacher evaluation

I look forward to working with you to make this year successful.

Stephanie R. Franklin
English Teacher

Save and keep this letter in the front of your English notebook.

-----tear-off-----

My child and I have read and discussed the orientation letter.

_____	_____	_____
Student's Name (Printed)	Period	Student's Signature
_____	_____	_____
Parent's Name (Printed)		Parent's Signature
_____	HM _____	MB _____
Email address	Contact Numbers	

Parents, please note any academic (i.e.- visual or hearing problems, IEP's, etc.) or personal situations that I should be aware of on the bottom of this tear-off.