*Dear Parent,*

*As your child’s English teacher, I’m looking forward to the year ahead and hope that you are, as well.*

*Attached is a brief summary of our classroom goals and procedures for English 10.*

*For your convenience, I’ve included the following:*

1. *Teacher contact and Classroll information enables you to easily contact me and conveniently keep abreast of your child’s progress.*
2. *A copy of the English Department grading system is yours to keep for future reference.*
3. *An updated parent contact form makes it easy for me to contact you if I need to do so. I would greatly appreciate it if you would fill out this form, sign the bottom, and return the form to me as soon as possible.* ***Your child will receive points for returning the completed, signed form.***

*Please feel free to contact me throughout the year with any questions or concerns you might have about our classroom or your child’s progress. I am always happy to talk with you and look forward to serving you and your child to the best of my abilities during this school year.*

*Sincerely,*

*Cindy Douglas*

**Teacher Contact and Classroll Information for Mrs. Douglas:**

My email address: [cdouglas@quipsd.org](mailto:cdouglas@quipsd.org)

My days can be pretty hectic, but I try to regularly check my emails Monday-Friday, 7:15AM-2:45PM, and I will respond as soon as I am able. If I do not respond within a day or two, please call the office and let them know you are trying to reach me. Some emails are blocked by our security system, and I will need to unblock them. (Gmail does not get through the system at all, so you will have to email through another provider or contact me by phone.)

You may call the high school office at 724-857-7515 and request a callback from me. Again, I will respond as soon as possible—usually, that same day or the following morning.

Also, please check Classroll often. I update my grades frequently so that parents can monitor the ongoing work of their child/children throughout each nine-week period. Please call the high school office to set up a password (or to replace a lost password)—it’s quick and simple to do. Classroll makes it easy and convenient to keep up with your child’s progress (and, of course, call the teacher if you have any questions or concerns).

**English I-IV (ELA) Grading Guidelines**

1. **Class Preparation/Participation (15%)**—This category relates to daily procedures and learning activities.

* Note-taking/quick writes/reflections
* Any ungraded in-class assignments
* Think-pair-shares, author’s chair, accountable talk, etc.
* Asking/answering questions
* Reading aloud
* Coming prepared with text book/pencil/notebook, etc.
* Positive, active participation in all activities
* Warm-ups\*

1. **Class Assignments/Homework (25%)**—Class assignments and/or homework are generally assigned at least 3 times per week. Classwork is a very important part of learning, while homework provides students with opportunities to practice the skills and concepts learned in class.

* Any graded work done before, during, and after reading to demonstrate comprehension.
* Any graded assignments completed at home
* Any graded PSSA/Common Core practice activities, open ended questions
* Computer-based work (Compass Learning, etc.)
* Follow-ups, e.g., getting tests/quizzes signed by parents/guardians
* Independent reading assignments
* Warm-ups\*

1. **Formal Assessments (60%)**—There are at least 5 grades per 9 weeks (2-3 by midpoint)

* Check-ups and quizzes
* Unit tests (1 per unit)
* Projects (as appropriate)
* Benchmark exams/CDT graded for participation and effort (counted as regular test grade)
* Essays and research papers

*\*Warm-ups may be used as class assignments or as class participation activities.*

**C:\Users\cdouglas\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\AAL97KQ9\MC900319656[1].wmfC:\Users\cdouglas\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T4FSCWY9\MC900440623[1].wmfParent/Guardian Contact Information**

***PLEASE FILL OUT, SIGN, AND RETURN. THANK YOU!***

Communication is so important. Please provide the following information

so that I am able to quickly and easily get in contact with you this year.

(Note: If there is more than one contact, please list each separately.)

**Child’s Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Contact Person**  (List in the order in which you wish to be called) | **Relationship to Child** | **Email address**  (You may list more than one. List in the order of importance.) | **Phone**  **#1** | **Phone**  **#2** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Comments or additional notes to the teacher: | | | | |

**Classroom**

**Course of Study:** This course is a study of literature, English grammar, and composition. In it, students will learn how to understand and analyze literature as well as how to use writing to effectively communicate ideas. Throughout the year, we will work to develop the skills your child needs in order to perform proficiently on state-mandated tests scheduled for the spring of this school year.

**Procedures:** *Class Participation=15% of total grade*:Students must follow the student handbook regulations and classroom procedures (these have been reviewed with your child). It is important to come to class on time, to be respectful, and to be prepared to get down to the business of learning; therefore, bringing the appropriate learning tools (book, notebook, and writing utensil) each day is critical. *Classwork/homework=25% of total grade*: Our young adults are in *high school*. They *must* meet certain basic requirements *in order to receive credit for their work*; this policy is in keeping with our goal of preparing students for success in college and the workplace. On the 10th grade level, this means, for example, that students must: 1) use complete headings (first *and* last name, date, and period) on papers, 2) do *all* of an assignment—not just part of it (if truly confused, a thoughtful question in place of an answer will do), and 3) write legibly—after all, the purpose of writing *is* to communicate. *Assessments=60% of total grade*: Examples of assessments include quizzes, tests, and projects. If a student is absent he/she is expected to make up the assessment in a timely manner, or it will become a zero.

**Rules:** Work hard to succeed, and treat others respectfully. Everything else pretty much follows from there!

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**