Parents, Guardians, Students, and Staff:

Welcome to Honors World Literatures! Honors World Literatures is a language arts class designed to grow students in six major skill sets: **Critical Reading, Writing, Vocabulary, Grammar, Research, and Speaking/Listening**.

Because all of the skills listed above are essential skills for a student to be successful in college, Honors World Literatures is an extremely demanding course. If students are going to be successful, the student, parent/guardian, counselor and teacher must be a **TEAM** all working to help the student grow. This letter is designed to lay out all of the expectations so that everybody on this team knows what the student needs to do to be successful.

**Materials:** To be successful, bring the following materials to class **EVERYDAY!**

* **FOUR** (2) pocket folders with fasteners
* **(1) ONE** Subject **spiral notebook:** Label this notebook “Critical Reading Journal” (CRJ) ***(PROVIDED BY MS. CURRAN)***
* **(1) THREE** Subject **spiral notebook:** Label each section: Writing, Language, and Other
* **Pen or Pencil**
* **ALL MATERIALS ARE DUE *Monday, August 19th***

**Grading:** All assignments will be graded on a 5 point scale in the following categories:

|  |
| --- |
|  **Grading Categories** |
| **Critical Reading** |
| **Writing** |
| **Grammar** |
| **Vocabulary** |
| **Speaking/Listening** |
| **Professionalism** |

|  |
| --- |
|  **Five Point Grade Scale** |
| **Points** | **Definition** | **Grade** |
| **5** | **Mastery** | **A** |
| **4** | **Near Mastery** | **A-** |
| **3** | **Proficient** | **B** |
| **2** | **In Progress** | **C** |
| **1** | **Not Yet** | **F** |
| **0** | **Did not complete** | **F** |

 ***\*\*When checking Power School for grades, pay attention to the LETTER grade, not the percentage. Also, to see a list of individual assignment grades, click on the percentage. If you see a 0 entered for an assignment, ask the student what his/her plan is to recovery that 0 and call/email Ms. Curran if nececessary\*\****

At NLCP, we believe that **LEARNING = GROWTH TOWARDS MASTERY**and that, for successful completion of college, students must take responsibility for their own learning. To that end, students will reflect on their growth and create an argument for their grade based on evidence of growth periodically throughout the term and before Progress Reports. In order to be successful, it is absolutely **ESSENTIAL** that the Honors World Literatures student complete **ALL** work consistently so that he/shehas evidence that demonstrates his/her growth.

**Assignments**: The following are assignments that students **MUST** complete in order to be successful!

1. **Weekly Reflections:** Each Friday, students must submit a full page of writing; they may write about whatever they choose. Reflections will be used to evaluate student growth in ***grammar*** and ***writing***. In order to be successfulin Honors World Literatures, and demonstrate growth in grammar and writing, students must complete Reflections **CONSISTENTLY**.
* The reflection must be **one full page typed** (12 pt. font, Times New Roman, double spaced).
* Students must upload their reflections onto Turnitin.com ***before***class meets **every Friday**
* **Complete expectations for Reflections will be posted on my website:** http://www.nlcphs.org/english/ms-curran/

**LATE WEEKLY REFLECTIONS WILL NOT BE ACCEPTED!**

1. **The Critical Reading Journal:** The Critical Reading Journal (CRJ) is designed to make students critical readers, thinkers, writers, listeners, and most importantly: responsible, independent learners. The CRJ will be evaluated **EVERY DAY**that we use it and a grade will be entered into PowerSchool. In order to be successfulin Honors World Literatures, and demonstrate growth in Critical Reading, students mustbe present in class and complete CRJ assignments**CONSISTENTLY**.

**3. Tests and Quizzes:** Students will have ongoing Vocabulary Tests and Grammar Quizzes. In order to be successful in Honors World Literatures, and demonstrate growth in grammar and vocabulary, students must complete all grammar and vocabulary classwork and homework, study, and attend class **CONSISTENTLY**.

**5. Creative Writing Assignments/Essays**: Students will complete a variety of creative writing assignments and essays including Narrative, Expository, Persuasive, and Literary Analysis. These essays are evidence of student growth in writing, critical thinking, and grammar. In order to be successful in Honors World Literatures, and demonstrate growth in writing, critical thinking, and grammar, students must complete all drafts of all essays **CONSISTENTLY**.

**6. The Freshman Research Project:** During Units 3 and 5, students will be working on their Freshman Interdisciplinary Project. In conjunction with Math, Social Studies, Reading, and Science, students will engage a project that will introduce them to the reading, writing, critical thinking, research skills, and public speaking skills necessary to be a successful college and NLCP. In order to be successful in Honors World Literatures, and demonstrate growth in reading, writing, critical thinking, research, and public speaking skills, students must complete and submit all assignments **CONSISTENTLY**.

***Every assignment is an opportunity to demonstrate growth. Therefore, complete ALL assignments to the best of your ability!***

***NO LATE WORK WILL BE ACCEPTED FOR FULL CREDIT!***

**Classroom Expectations:** If students are going to successfully complete these assignments, everybody must do their part to create a positive learning environment. In general, be sure to always consider how your actions will affect our entire community. Always strive for actions that help our community grow! Here is what that looks like:

***Be respectful*: *Listen while others are speaking and encourage your classmates.***

Respect begins with listening. When we listen to a person, we signal that his/her ideas are valuable and, in turn, he/she is valuable. Your ideas, your classmates’ ideas, and your teacher’s ideas are all valuable. To do this, always: listen first, respect the speaker, and use the appropriate conversation level for the task. In order for our learning community to grow, we must create a safe space!

***Participate: Cooperate, share your ideas, and follow directions the first time they are given.***

You are expected to try your best in ***all*** class activities. If I am giving notes, you are taking notes; if I assign classwork, you are doing classwork; if I give class time to work on projects, you are begin to work on projects; et cetera. In order for our learning community to grow, we need your brain!

***Be punctual: Be in your assigned seat working on Bell Work silently BEFORE the bell rings.***

You are expected to be on time and to be prepared for class. *This means that you are in your assigned seat working on your Bell Work SILENTLY****before*** *the bell rings*. Do not come late without a pass. In order for our learning community to grow, every second counts!

(Any student who is tardy will receive an automatic detention.)

***Be prepared: Bring all books and materials to class everyday.***

*Everyday*, bring your best attitude, book, materials, completed homework, and writing utensil. Bring *all* materials *everyday.* Do not expect to get a pass to your locker to retrieve items. In order for our learning community to grow, every student must be ready to go!

***Be professional: Be in uniform, no personal grooming, no eating, and no cell phones.***

The classroom is a place of learning and the space should be respected. Preparing for successful completion of college is a serious matter and must begin now. You should be ready to begin learning and ready to work before you even enter the classroom. In order for our learning community to grow, we must all focus on learning!

**Accountability Steps:** Students should be focused, participating, listening, and respecting the learning community. If a student behaves otherwise, her/she interferse with his/her own and his/her classmates’ learning and, therefore, the following actions will be taken:

**Step 1: *Remind***

Ms. Curran will remind the student of the expectation he/she is not following and will be redirected respectfully.

**Step 2: *Reflect***

Student will be removed from the class activity and be required to reflect on his/her actions and develop a plan to respectfully

re-enter the learning community. The student will present this plan to Ms. Curran. Sometimes this conversation can happen during class, other times this conversation will happen after class/school. The student may continue to participate in the class activityafter submitting his/her reflection to Ms. Curran.

**Step 3: *Wrap***

If the student is not able to manage his or her actions in a way that positively contributes to the learning community, Ms.

Curran will reach out to the NLCP community so that we can wrap our arms around the student and support him/her in developing

habits for success. This could include: a phone call home, referral to Care Team, referral to the Dean (Mr. Baker), referral to

Peer Jury or Detention, etc.

**\*Severe Disruption:** Student will be sent immediately to the office so that our learning community can focus on learning.

**Procedures and Policies:** Below are a few classroom procedures that will help the classroom run smoothly.

***Entering the Classroom:*** Students are to enter the classroom in a calm, professional manner. They are to submit homework, report to their assigned seats, take out their planner, and **SILENTLY** begin Bell Work immediately.

***Dismissal***: **Remain seated and working until you are dismissed.** You will be dismissed when everybody is seated, quiet, and the classroom is in order. ***The bell does not dismiss you, Ms. Curran will dismiss you.***

***Assignments and Late Work:*** All assignments should be completed with your BEST effort ***before you come to class***. Students are expected to ALL assignments (even if late), but for each assignment, students also receive a grade for on-time work in the “Professionalism” category in the grade book. The only exception is Reflections: no late Reflections will be accepted.

***Passes*:** In accordance with school policy**,** no student will receive a pass to leave class for any reason. The only exception is that students will be given one emergency bathroom pass per quarter, which he/she can use only once. Otherwise, if a student feels the need to use the bathroom during class, it will count as a tardy.

***Missed Work Due to Absence:***  It is ESSENTIAL that students aim to be present in class EVERY DAY. If a student is absent from class, he/she is responsible for obtaining any notes/assignment instructions from a classmate and submitting the assignment **on the day that he/she returns**. If the absence is **EXCUSED (make sure you give parent notes to the main office)**, students have ***one day (for every day absent)*** to submit the assignment. (Reflections are the only exception as students know that these are due every Friday. In regards to tests and quizzes, students have ***ONE DAY*** upon their return to make an appointment with Ms. Curran to schedule a time to make up a test/quiz so that Ms. Curran can return the test/quiz to students who took it on time in a timely fashion. Ms. Curran will **NOT** have conversations regarding missing assignments during class.

I cannot stress enough how important it is that we work as a team to make sure that students are completing **ALL** of their assignments. Please feel free to email me at hcurran@nlcphs.org or call me at 773-355-0730 (before 5:00) so that we can work together to make sure that students are performing at their fullest potential and taking advantage of the education that NLCP has to offer!

Thank you again for your support and let’s get ready to grow!

Sincerely,

Ms. Curran

Please:

1. Keep the above pages for your reference. A copy will also be available on my website. http://www.nlcphs.org/english/ms-curran/
2. Submit the signatures below. **THIS WILL BE ENTERED AS A GRADE IN POWERSCHOOL**.

**Student name (please PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Parent phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent email (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred method of contact: (Circle one)**

**Phone Email Text**