



Miss Angeline Kuh (Room 267)
2015-2016 English 11 CP

August 24, 2015

Dear Parents and Guardians,

My name is Miss Angeline Kuh. This is my first year at Chino Hills High School, and I am very excited to be your child's teacher this year. A little background about me: I graduated from the University of California, Irvine in 2010 with degrees in English and French literature before I received my teaching credential at California State University, Fullerton in May 2014.

As an educator I firmly believe students have immeasurable potential that teachers are meant to help them access. That is my aim for your child for the rest of this school year. I am always available to help students during lunch and after school, and would be more than happy to schedule a meeting with you and your child together.

Teamwork, cooperation, and respect for diversity are important aspects to any learning environment. I want my students to be completely comfortable in our classroom environment and would encourage them to speak to me should any problems arise. Similarly, please do not hesitate to contact me if you feel your child is in any situation that is uncomfortable or compromising and I will do my best to ameliorate the situation.

Attached, you will find a tentative list of major works for the year, classroom procedures and rules, class and school policies regarding attendance, as well as an outline of consequences. Please feel free to contact me using the information below if you have any questions. **Please read this letter with your student, and sign and return the bottom portion of the last page.**

Warmest Regards,
Miss Angeline Kuh

Contact information

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Classroom Overview and Materials

This is a linear, historical course focusing on American literature from Native American myths and legends, to the building of a nation, through the civil war and the modern era.

We will be working extensively from the *Prentice Hall* (Ruby) textbook, but will also be working with supplemental pieces of literature and novels/plays throughout the year.

Tentatively, the two major works we will be reading are *The Great Gatsby* by F. Scott Fitzgerald and *The Things They Carried* by Tim O'Brien. ***Works may change based on availability.

Additionally, students should come to class prepared each day with the following office supplies:

- Binder, organizers, and/or folders
- Pencils and erasers

- Black, blue, and RED pens
- Classroom journal (spiral notebook or composition book)
 - Various colored high lighters (optional, but useful)
 - Post-it Notes (optional, but useful)

Classroom Objectives

This course is designed to encourage critical thinking and to explore new ideas outside of our everyday experiences. This will be achieved with an overview of both contemporary and classical literature as well as through multimedia. Students will be expected to read (or watch) the selections in class and for homework in order to participate during in-class discussions. Students should also be ready to discuss themes within each selection itself as well as how the themes translate across different units to tie them together. Essays, exams, and/or projects will be used to gauge understanding at the end of each unit.

Classroom Procedures

Assigned homework will always be corrected and/or collected right after any opening activity of class, whether that is a grammar exercise, silent reading, or a journal entry. We will go over assigned homework if needed before turning the assignments in.

Students should always have materials, including textbooks, pens/pencils, etc. and may lose participation points if they come to class unprepared. I will conduct (surprise) textbook checks from time to time.

Absences, Tardies, Make-up Work

Students must be in their seat by the time the bell rings or they will be considered late. Students who are late to class **MUST** have a tardy pass. Any student arriving without a tardy pass will be redirected to the attendance office before being allowed back into class.

Participation is absolutely crucial. While illness and unforeseen circumstances are inevitable, students and parents should make every attempt to be present and on-time for class. Students who will be **absent for an extended period of time** should obtain homework and other activities in advance from the teacher. Please make requests at least 48 hours in advance.

Students will be allowed to make-up missed work. They will be given an equal number of days to turn in made-up work as the number of days absent. For example, a student who misses 3 days of class will have 3 days (not including weekends) to turn in make-up work. Any work turned in after the allotted days will be considered late.

LATE POLICY: I will accept late work up to two days after the assigned due date, but students will lose a letter grade per day late.

Classroom Rules and Expectations

1. **Cell phones/mp3 players/other electronics should be turned off and put away. I will take your device after one warning. This means NO EARBUDS either.**
2. **Be respectful** to your fellow classmates; treat them as you would want to be treated.
3. **Arrive on time!** Each tardy will result in a deduction of participation points. Excessive tardies will result in detention. You **MUST** be in your seat to be counted on time.
4. **Bring all materials** that you will need for class. I will not provide writing implements or paper.
5. **Do NOT** migrate to the door before I dismiss you or the whole class will be held in.
6. Food and snacks should be saved for after class. Water should be the only thing that you have during class unless expressly permitted. I will take and trash any food away after one warning.
7. Please keep roughhousing outside the classroom; horseplay and tomfoolery are not a productive use of class time.
8. Do NOT sharpen pencils while I (or any classmates) am addressing the class.
9. No chewing gum is allowed on campus. This is a school policy and will be enforced.
10. Absolutely no swearing will be tolerated.

Consequences

Positive	Negative
<ul style="list-style-type: none">➤ Verbal praise➤ E.C. participation point(s)➤ Call home in praise➤ Homework Pass (no more than 2)	<ul style="list-style-type: none">➤ Verbal Warning➤ Student-Teacher Conference➤ Referral➤ Call Home/Parent-Teacher Conference

Disciplinary Action

Students will be disciplined according to classroom consequences as listed above. However, continual interruptions, roughhousing, or fighting will result in referrals and/or detentions or more severe disciplinary action according to school policy.

Individual disputes during class will be dealt with as soon as possible according to school policy. Students are responsible for their own actions, and must recognize the consequences of their actions.

Grading Policy

Students earn their grades through their own hard work. I will always work with a student to raise their grade if they are willing to do the work. Students will be rewarded with the grade that they earn. There will be two opportunities for a full extra credit assignment each semester, of which students may complete ONE. I want to see students succeed, so don't despair!

Grades will be broken down as follows:

A= 90% -100% B= 80% - 89% C= 70% - 79% D= 60% - 69% F= 59% - below

Academic Honesty

Cheating and plagiarism will not be tolerated. **YOU** (students) are the ones in class and learning, so **YOU** should be the one doing the work. Any work that is not your own will receive a zero, and will be subject to academic discipline according to school policy.

Miscellaneous

Students will be given three bathroom passes for the semester. If students choose not to use their bathroom passes, bathroom passes can be turned in for 5 extra credit points each at the end of the semester. Students who use all of their bathroom passes will still be able to use the bathroom, but will forfeit 5 participation points for each trip.

Students will also have the opportunity once a semester to do an assignment worth up to 50 extra credit points. Assignments will be announced towards the middle of the semester.

Make-up tests/quizzes will be given the week before each grading period ends during lunch or after school. Students who need to make up tests/quizzes will **only** have that last week to make them up unless other arrangements are made prior to make-up week.

I have read and gone over this letter with my student, _____. We both understand the rules and policies and will abide by both class and school policy.

Please contact me via phone: _____ or email: _____ if needed.

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student Signature: _____