

### Welcome

Dear Parents,

I look forward to a great year and hope your son or daughter will maintain or rediscover a sense of wonder and love of learning. After reviewing the class expectations, please print and send page five with your teen this Friday, January 31.

Sincerely,

Leslie Lucas

[Website](#) and [ELA Goals](#)

### Communication about Assignments/Grades

- The link to the lesson plans and homework is on my [school website](#).
- I use RemindText and Google Classroom to communicate with students and parents. I've asked your child to help you register for both. If your child shares access to Google Classroom, you can see posted assignments, directions, submitted work, feedback, grades.
- Instead of emails or phone messages, please RemindText in order to receive a quick response. TEXTING TIMES: Monday-Friday from 7:30 a.m. to 5:00 p.m.
- I encourage students to communicate with me and self-advocate when they have concerns (i.e. assignment directions, grades) and to take ownership of their learning by showing parents their submitted work on Google Classroom, published newspaper comments replies, notebook writings, LOOK UP PROJECTS, and optional [Grade Insurance](#) writings.
- Writing Resource for Parents and Teens:  
[Tips for Parents from National Council of English Teachers: Helping Your Teenager Write Better](#)

QUESTIONS TO ASK IF YOUR TEEN HASN'T HAD A CHANCE TO TALK WITH ME:

1. Did you RemindText Miss Lucas your questions?
2. Did you ask to meet with her before or after school?
3. Did you review the online directions? Could you show me the directions?
4. Did you read and/or ask for Miss Lucas's feedback?
5. If you needed more time, did you RemindText Miss Lucas and ask for an extension? If not, do you have [Grade Insurance](#)?
6. What college-level book are you currently reading? What's going on in your book? Can you show me your reading reflections in your notebook?
7. What are you currently writing for your LOOK UP PROJECT? Can I see what you've done so far?

### Grades and PowerSchool

You and your teen may have your phones set to beep whenever a grade is entered. Don't be alarmed if you see a shocking grade. Often I use PowerSchool to keep track of work turned in. Zeroes could be reminders to students and me to turn in the excused late work. If you or your son or daughter are surprised by the grade, there's a good chance that I made the mistake and your teen can let me know the next class day.

PowerSchool doesn't have the final say regarding grades. Often, students have opportunities to revise grades. Some students take the opportunity throughout the term to meet with me and discuss how they are growing as readers and writers. There have been instances when PowerSchool shows a B average at the end of the semester, but I know better than PowerSchool that the students' writing has reached grade A quality. Some students take the opportunity to meet with me throughout the course, showing proof of growth and building a case that their overall grade deserves to be higher. Extenuating circumstances overrule computed grades.

*"If I ran a school, I'd give the average grade to the ones who gave me all the right answers, for being good parrots. I'd give the top grades to those who made a lot of mistakes and told me about them, and then told me what they learned from them." R. Buckminster Fuller*

### Classroom Policies

1. **ALWAYS REMEMBER: KINDNESS MATTERS.**
2. **Look Expectant and Attentive.**
3. **Don't Pack Up Until Class Ends.**
4. **Absences**

I'm aware that when I am absent, it is my responsibility to review the online plans and ask a classmate questions about what I missed. If I still have questions, it is my responsibility to RemindText the teacher before returning to school. I'm aware not to ask the teacher the few minutes before or after class what I missed.

### 5. Phones

If your phone is visible (on your desk, lap, top of bookbag, floor) when I've not explicitly said you could use it, I will request to keep your phone until the end of your school day. (If I have to leave, you can pick up your phone in the main office.) If this is a repeated offense, I may ask your parents to retrieve the phone at the end of the day.

### 6. Food and Drink

No food, unless you intend to share with the class and me.

You may have water, not soda.

### 7. Bathroom Breaks

I understand you may need a bathroom break (not a water break because you can bring water). If it becomes habitual, expect that I'll say no unless you have a medical condition. Refrain from asking when someone is speaking unless it's an emergency.

8. [PVLEGS](#) We'll talk more about PVLEGS in February.

### Materials

1. Black Ink Pens (without erasers!)
2. Wireless 1 Subject Notebook (college-ruled paper, ~ 100 pages)
3. College Level Reading Book (by the end of the first week)  
[Reading List](#)
4. Folder with pockets
5. Small stapler
6. Colored Pencils (~5 basic colors)
7. Yellow highlighter
8. Small Post-Its (I'll show you the optimal size.) Suggestion: Post-Its Amazon: excelFu 2380 pieces flag tags 9.99 Six of you could share these!

(Feel free to donate black pens, tissues, hand sanitizer, and disinfecting wipes!)



### Hoggard's Honor Code

#### ACADEMIC INTEGRITY POLICY

John T. Hoggard High School requires adherence to specific standards of conduct in academic affairs. Hoggard's policy reads as follows:

**Integrity:** Any student who engages in or attempts to engage in cheating, plagiarism, or falsification shall be subject to disciplinary action. The following actions are specifically prohibited:

1. **Cheating:** Giving or receiving of any unauthorized assistance on academic work
2. **Plagiarism:** Copying the language, structure, or idea of another and representing it as one's own work
3. **Falsification:** Verbal or written statement of any untruth
4. **Collusion:** Cheating or deception done in a manner of cooperation with other parties

Examples of **cheating** include, but are not limited to, the following: Copying information from others' work; allowing others to copy information from yours or someone else's work; using unauthorized materials or methods to complete an assignment, including cheat sheets, notes, books, formulas or information in calculators, electronic devices, and other sources; having unauthorized prior knowledge of an assessment; and choosing to be absent on the due date of a project, paper, quiz, or test.

Examples of **plagiarism** include, but are not limited to, the following: Copying and pasting information from a webpage into an assignment without proper citation, using images from electronic or print sources without proper citation, and using unauthorized translation services or devices.

Examples of **falsification** include, but are not limited to, the following: Attempting to pass off someone else's work, imagery or technology as your own; purchasing an assignment from another person or technological resource; falsifying scientific or other data submitted for academic credit; forging a signature; and tampering with official records.

**Consequences:** Violation of the John T. Hoggard High School Academic Integrity Policy is an integrity violation. Violations are punishable by a short-term suspension though consequences may be reduced or heightened in the event of mitigating or aggravating circumstances. The John T. Hoggard High School community will adhere to the following consequences:

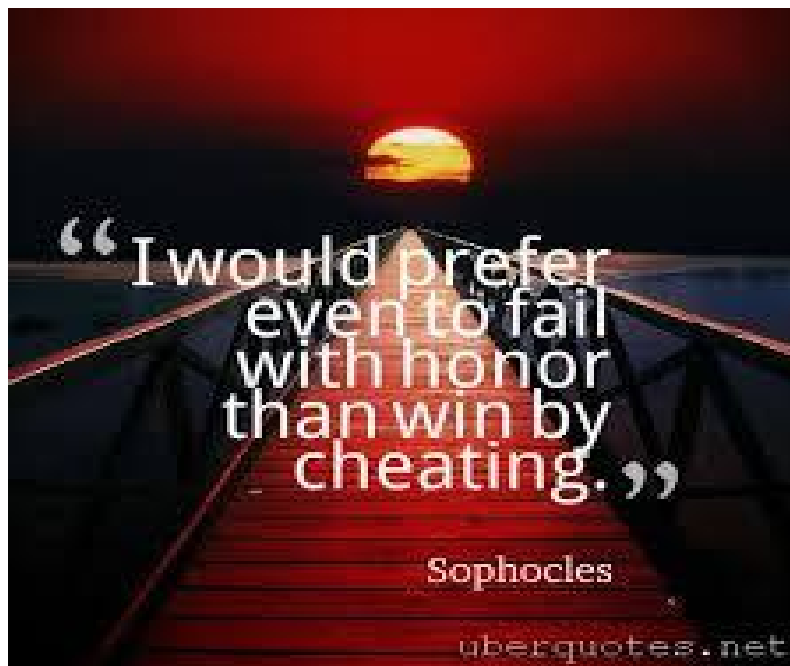
1. The teacher will talk to the student about the violation and coach the appropriate student behavior or action.
2. The teacher will call the parent or guardian to discuss the incident.
3. The teacher will write a discipline referral documenting the incident.
4. The administrator will notify any extracurricular organizations of which the student is a member; the organizations will take action in accordance with their by-laws/codes of conduct.
5. The student must re-submit the assignment for a highest potential grade of 50%.
6. The student will be subject to consequences based on the severity (mitigating v. aggravating) of the action.

[National Honor Society Honor Code](#)



Unacceptable Responses:

“I didn’t know it was cheating.” “It was a mistake.” “I didn’t mean to cheat.”  
“I thought it was partner work.” “I didn’t know they would use my work to cheat.”



Unless explicitly directed in writing: write your own words and think your own thoughts.

Unless explicitly directed in writing: complete all work by yourself.

Unless explicitly directed in writing: use no outside commentaries.

Unless explicitly directed in writing: homework is not partner or group work.

Unless explicitly directed in writing: do not give away your work to another classmate.

1. Student's Name \_\_\_\_\_ Block \_\_\_\_\_
2. First and Last Name of Parent(s) \_\_\_\_\_
3. Parent Email(s) \_\_\_\_\_
4. Daytime Phone #(s) \_\_\_\_\_

1. Student's Name (Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

2. Parent's Name (Print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

1. Please share a few words on what makes your teen special. Examples: What are his interests? What does she do that makes you smile?
2. Because your teen has chosen to enroll in Honors English, I expect that she or he enjoys reading and writing. How you've seen your child progress as a reader and writer in the last few years?
3. Does your child have a 504, IEP, medical issues?

Thank you for helping me get to know your incredible teen.

**COMPLETE AND RETURN PAGE 5 ON FRIDAY, JANUARY 31**