

THE NEW YORK CITY DEPARTMENT OF EDUCATION

AVIATION HIGH SCHOOL
Steven R. Jackson, Principal

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Approved - N.Y. State
REGENTS SUBJECT AND EXAMINATION
CERTIFICATE #5169

APPROVED AVIATION MAINTENANCE
TECHNICAL SCHOOL (A/P)
FEDERAL AVIATION ADMINISTRATION
#HW2T887K

Mathematics/English/ENL/Foreign Language/Library Departments
Sharon Hoosak, Assistant Principal

English/ENL/Foreign Language/Library Departments
Peter Sirena, Coordinator

2016-2017 School Year

Dear Parent or Guardian:

The English Department would like to take this opportunity to welcome your son/daughter to school. In order for this term to be successful, there is a policy in effect in the English Department. This policy focuses on your partnership as a parent to support your child's success in school and our responsibility as teachers to create an effective learning environment for your child. Please monitor your child's attendance, most recent report card, and transcript by logging onto pupilpath.skedula.com. We hope that this will be a successful year for everyone.

- **ATTENDANCE:** Your child must attend his/her English class *every* day.
 - **ABSENCE:** If your child is absent, he/she must bring a *signed excuse note* on the day he/she returns to class.
 - **LONG-TERM ABSENCE:** If your child is out for *three or more days* for a medical reason, they should be sent back with a *doctor's note* on the day he/she returns to class. He/she must see the Guidance Counselor before coming to class.
 - **EXTENDED PERSONAL LEAVE:** (e.g. vacation or personal matters): Vacations or personal matters are *not legitimate excuses* for absences from school.
 - **MEDICAL APPOINTMENTS:** All clinic and other health care appointments should be made *after* school.
 - **CUTTING:** Cutting can result in failure for the marking period. If the assigned teacher is absent, students must still attend class and complete assigned work.
 - **LATENESS:** All students are required to be *on time* every day.

- **HOMEWORK:** Homework is assigned on a regular basis. Please check to see when your child’s assignments are due by logging onto PupilPath. There can be penalties for late homework as outlined by your teacher. Absence from class is not an excuse for missing homework.
 - **Homework online resources:** www.wolframalpha.com; www.khanacademy.org; www.aviationhs.net; Dial-A-Teacher or 1.212.777-3380
- **EXAMS:** Major exams are scheduled *ahead* of time. If your child is absent, it is your child’s responsibility to make up exams.
- **CLASSWORK:** Students are required to keep all returned assignments, to be prepared every day with the proper text and materials, and to participate in class.
- **COLLABORATIVE LEARNING:** All students are expected to *actively engage* in group discussions, work, and projects.
- **REPORT CARD:** All of the following criteria will be considered when calculating report card grades:
 - Test and/or quiz average—approximately **25%**
 - Homework—approximately **20%**
 - Writing Assignments—approximately **25%**
 - Cooperative group work, class participation, class performance, attendance/lateness—approximately **20%**
 - Projects/Presentations—approximately **10%**
 - The *final report card* in June will consider your work for *the entire year*.
 - (Please keep in mind these are approximate percentages—your English teacher provide you with a specific grading criteria for your class.)
- **SUPPLIES:** All students are required to bring *two* blue or black pens, pencils, and an 8 ½” x 11” loose-leaf binder.
- **BEHAVIOR:** All students are expected to behave in a respectful and courteous manner to their peers, teachers, and substitute teachers.
- **ELECTRONIC DEVICES:** **No cell phones** or other electronic devices are permitted in the class without teacher’s approval.
- **EATING:** No food or beverages are allowed in class.

Please sign this letter and include the information requested below. This will be kept on file in your child’s English notebook. Please return by _____.

We have read and discussed the English Class Expectations:

Date: _____

Student’s Name (print): _____

Student’s signature: _____

Parent/Guardian’s Name (print): _____

Parent’s/Guardian’s Signature: _____