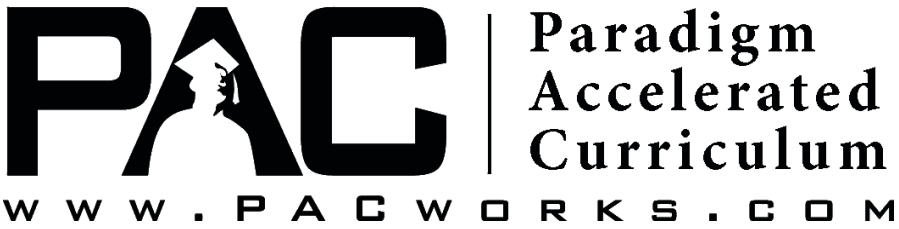
English Communication Skills



Forms

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ACADEMIC CONTRACT

Date:_________

This is an academic contract for the 20___-- 20___ school year for _____ who has enrolled in the Paradigm Alternative Center with the full understanding that academic progress is determined by the personal initiative and effort of the student, and that promotion to the next grade level will be determined by progress in the individual learning program. The following minimum academic objectives are established as noted:

SUBJECT	TEXT	PAGES /SECTIONS TO BE COMPLETED BY THE END OF THE YEAR	QUANTITY OF PAGES/SECTIONS TO BE COMPLETED DAILY
_____	_____	_____through_____=_____	_____
_____	_____	_____through_____=_____	_____
_____	_____	_____through_____=_____	_____
_____	_____	_____through_____=_____	_____
_____	_____	_____through_____=_____	_____
_____	_____	_____through_____=_____	_____

Signature of Student:_____

Signature of Staff:_____

Review progress each grading period and adjust daily pages (objectives) in pencil as necessary to earn credit.

1. Date_________ Staff Initial:_____
2. Date_________ Staff Initial:_____
3. Date_________ Staff Initial:_____
4. Date_________ Staff Initial:_____
5. Date_________ Staff Initial:_____
6. Date_________ Staff Initial:_____

NOTE: This form is filled out at the induction orientation involving the student and school counselor or administrator

ACADEMIC CONTRACT

WHO? Supervisor

WHAT? An Academic Contract between staff and student establishes an agreement that the student will accomplish the daily pages set forth and that the staff will do everything necessary to assure the student is able to fulfill daily contracted pages.

WHERE? The blank Academic Contract is retained in the Staff Work Area where it is filed with Learning Center forms. A current original of the contract is retained in the student's permanent file and a copy is given to the student to display at his/her success station.

WHEN? The supervisor and student discuss the contract during registration and fill it out after academic prescriptions are made. At the end of each six weeks grading period, the student and staff re-evaluate the contract and adjust the minimum pages to accommodate the student's progress (or lack thereof).

WHY? The Academic Contract is one of the most important devices used to calculate the student's daily minimum pages of work necessary to complete prescribed courses for credit toward graduation. The total textbook pages needed to complete each course are divided by the number of days remaining in the year at time of student enrollment. This number (usually rounded up) will identify the student's daily number of target pages to finish the course by the end of the year (or target date).

HOW? Contract pages are determined by referring to the student transcript grades and a diagnostic procedure (as available) to assess realistic academic goals in the specific courses and textbooks which the student is "targeted" to complete during the current school year. Use a calculator and calendar to determine daily page quotes: divide the number of school days remaining into the number of prescribed pages in the textbook.

HIGH SCHOOL TRANSCRIPT PLANNER
200__ -- 200__

Name:_____

Date:___/___/___

(22 Credits Required for Diploma)

(4 Credits of English) Credits	Date	School	Subject / PEIMS # / Credit to be earned / Prescription	Textbook and # / Publisher
1. English 1 _____	_____	_____		
2. English 2 _____	_____	_____		
3. English 3 _____	_____	_____		
4. English 4 _____	_____	_____		
(3 Credits of Math) Write Subject Name				
1. _____ _____	_____	_____		
2. _____ _____	_____	_____		
3. _____ _____	_____	_____		
(3 Credits of Soc. Studies) Write the Subject				
1. _____ _____	_____	_____		
2. _____ _____	_____	_____		
3. _____ _____	_____	_____		
(3 Credits of Science) Write the Subject				
1. _____ _____	_____	_____		
2. _____ _____	_____	_____		
3. _____ _____	_____	_____		
(Required Subjects)				
1. Speech (.5 Credit) _____	_____	_____		
2. Computer (1 Credit) _____	_____	_____		
3. Health (.5 Credit) _____	_____	_____		
4. P.E. (1.5 Credits) _____	_____	_____		

Subject _____ PEIMS # _____ Credit to be earned _____ Prescription _____

Textbook and # _____ Publisher _____

Elective Credit Earned

Subject	Date	School
1. _____	____	_____
2. _____	____	_____
3. _____	____	_____
4. _____	____	_____
5. _____	____	_____
6. _____	____	_____
7. _____	____	_____
8. _____	____	_____
9. _____	____	_____
10. _____	____	_____
11. _____	____	_____
12. _____	____	_____
13. _____	____	_____
14. _____	____	_____
15. _____	____	_____
16. _____	____	_____
17. _____	____	_____

(Elective Courses to be completed)

Subject	PEIMS #	Credit to be earned	Prescription
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Student's Signature _____ **Administrator's Signature_____**

[The school counselor, parent, and student use this form to plan the student's high school path leading toward a diploma. Make current entries in pencil. The form is updated whenever courses are completed.]

PEIMS= Public Education Information Management System

TRANSCRIPT PLANNER (HIGH SCHOOL)

WHO? Administrator

WHAT? The Transcript Planner is used to plan courses which are to be completed during current school term. Credits previously earned by the student are entered on this form.

WHERE? The Transcript Planner for high school is stored in the administrator's files with students forms. The completed form is filed in the student's permanent file.

WHEN? The Transcript Planner is filled out by the administrator after the student is enrolled. The Academic Contract is based on the Transcript Planner prescription. Anytime the academic prescription for a student changes, the Transcript Planner should be updated.

WHY? The Transcript Planner outlines the required credits for a diploma. Starting with the left column, required courses and credits earned should be entered from previous transcripts. The next column should list the school where previous credit was given. The Textbook column should list which textbook(s) the student will complete to earn credit. The final column should begin with the subject name, PEIMS number, and credit to be earned. The Prescription then lists the chapters, units, papers, etc. that are required to fulfill credit in the given subject. The Elective Credits Earned section should list any elective credits previously earned. Total credits earned to date are calculated by adding all credits earned in the student's high school studies. Add total credits earned, then project credits to be earned during the current year to plan total credits to be earned this year. When the prescription is complete, the student and administrator should review, understand, and sign, the form. A copy should be mailed to the parent and/or discussed at the first staff-parent home visit.

RESOURCES NEEDED: Academic Contract, Transcript, Report Card, List of electives and required courses for high school diploma, school textbooks, calendar, calculator, notepad.

ACADEMIC OBJECTIVES CHART

WEEK _____

STUDENT NAME_____ DATE:______ to ______

	MATH	ENGLISH	SOC. STU.	SCIENCE			Total
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							

WEEKLY WISDOM QUOTES

for week _____

		Supervisor's signature	
		Written	Recited
Monday	"If it's to be, it's up to **me**." — M. Crowley		
Tuesday	"What we become in life is a matter of **choice**."		
Wednesday	"The rotten apple soils his companion **Choose your friends carefully**."		
Thursday	"The price of greatness is **responsibility**."		
Friday	"If **better is possible**, good is not enough."		

DAILY ACADEMIC OBJECTIVE CHART

WHO? Supervisor

WHAT? The Daily Academic Objective Chart is a student's daily planner for a week of course work. The Weekly Wisdom Quotes are part of the school's Positive Lifestyle Management training program, and meets some memorization, punctuation, and sentence structure requirements for English.

WHERE? The Academic Objective Charts are prepared at the beginning of the year, then filed with Learning Center forms in the Staff Work Area. Each student keeps the Daily Academic Objective Chart in his/her success station. Once completed and turned in, the Daily Academic Objectives Chart is filed in the student's "Test Taken" file.

WHEN? The Daily Academic Objectives Chart is issued at the beginning of each week. The completed chart is turned in and placed in the student's "Test Taken" file. A chart is considered completed when all objectives, including corrections and Weekly Wisdom Quotes, have been signed-off by staff.

WHY? Daily minimum pages for each prescribed course are entered on the chart under each day and subject title according to the Academic Contract. Upon completion of each particular subject objective (specified pages), the student marks one diagonal line through the completed text page numbers and enters the next day's page numbers before proceeding to the next academic subject. By the end of each day, all academic objectives should be completed. Staff daily inspect the Objective Chart to monitor student progress. Do not take the student's word for completion of pages. Check the student's work. Ask to see Academic work; compare it with corresponding textbook pages.

DAILY/WEEKLY WISDOM QUOTES

"**Excuses** are monuments to nothing. They build bridges to nowhere; those who use these tools are not wise." —TX Boot Camp	"Reflect upon your present **blessings**, of which every man has many; not upon your past **misfortunes**, of which all men have some."
"That which we **love**, we come to **resemble**."	"You can't get much done by starting **tomorrow**."
"**Excuses** are nails which build houses of **failure**."—TX Boot Camp	"Doing what is **right** is never wrong."
"Be a problem **solver**, not a problem maker."	"What you do not want done to **yourself**, do not do to **others**."
"The most important thing you can give someone is a **chance**."	Attitude + Ambition = **Achievement**
"Don't just do it. **Do it right**!"	"To **know** the road ahead, **ask** those coming back."—Chinese proverb
"It takes no more time to see the **good side of life** than it takes to see the bad."	"Be served by others as little as possible, and **serve others** as much as possible."
"Giving up always leads to failure. Success comes from persistence."	"If it's to be, it's up to **me**."
"What we become in life is a matter of **choice**."	"The price of greatness is **responsibility**."
"The rotten apple spoils his companion. **Choose your friends carefully**."	"Wasting **time** is the most extravagant and costly of all expenses."
"If better is possible, good is not enough."	"**Rise** every time you fall."
"Learn from defeat, and you haven't really lost."	"A poor man is not that one without a cent. A poor man is that one without a **dream**."
"Failure is an **opportunity** to begin again more **intelligently**."	"Of all human resources, the most **precious** is the desire to **improve**."
"It's what's **inside** you that will make you succeed."	"Man was **born to win**, but conditioned to lose."
"No one can make you feel inferior without your **consent**."	"The **company you keep** will determine the trouble you meet."
"Be quick to **listen**, slow to **speak**, and slow to get **angry**."	"If there is no **light** at the end of the tunnel, **change** the light bulb."
"We are what we repeatedly **do**."	"Take each day and work to make it **good**."
"The person who **controls his mouth** keeps himself from many problems."	"**Blame** is a waste of time. It does not solve the problem."
"Choice, not chance, determines **destiny**."	"It is better to be alone than in bad company."
"We make a **living** by what we get. We make a life by what we **give**."	"Don't worry about **tomorrow** because **tomorrow** has enough of its own problems."
"Don't put off 'til **tomorrow** what you can do **today**."	"I complained that I had no shoes until I met a man who had no feet."
"A clear conscience gives **peace** of mind and **strength**."	"When you pursue **goodness**, you find **life, prosperity** and **honor**."
"Real leaders are **ordinary** people with **extraordinary** determination."	"Learning to **obey now**, means you can **command** later on."
"To **have** a friend, you must **be** a friend." —R.W. Emerson	"Real love is not selfish or easily provoked."

"You cannot **win** if you do not **begin**."	"**Think consequentially**."
"It's the **little things** in life that determine the big things."	"**Small opportunities** are often the beginnings of great enterprises."
"T.A.L.K—Try a Little **Kindness** with each person you know."	"A **positive attitude** overcomes the tallest obstacle."
"Your rewards in life are due more to your **behavior** than your birth."	"A minute of **anger** robs you of 60 seconds of happiness."
"**Encouragement** is oxygen to the soul."	"The hardest **victory** is victory over **self**."
"Earn your successes based on **service to others**, not at the expense of others."	"Society is like a **body**—some of us are hands, some of us are feet. We all **count**, and we all fit in somewhere."
"I can learn the hard way by experience or the easy way by **taking good advice**."	"The surest way to go **broke** is to sit around waiting for a break."
"An attitude of **gratitude** brings more blessings your way."	"Life is like an **echo**, what you send out comes back."
"**Act like where you are going** in life, not where you came from."	"People don't usually plan to **fail**, they just fail to **plan**."
"If criticism is necessary, **criticize the performance –not the performer**."	"To change a man's **mind** is better than rearranging his face."
"To realize **you don't have all the answers** is the first step toward becoming wise."	"Hold fast to your **dreams**. Remove only the barriers to those dreams."
"There is not substitute for **paying attention**."	"**Laziness** and **poverty** are cousins."
"When things go wrong, **don't go wrong** with them."	"Every job is a **self-portrait** of the person who did it."
"**A good reputation** is more valuable than money."	"The best way to break a **bad habit** is to drop it."
"The simplest way to demonstrate love is to **be kind**."	"The best way to get the **last word** is to say, 'You're right.'"
"Every person is the architect of his own **character**."	"**Our deeds determine us** as much as we determine our deeds."
"The **way of escape** is only effective when we are willing to take it."	"Being sincere isn't enough–**you can be sincerely wrong**!"
"A sincere act of **kindness or acceptance** can be a turning point in a person's life."	"If at first you don't succeed, **try following the instructions**!"
"I think I can. (Repeat 5 times) I thought I could! (Repeat 5 times)"	"**Life without limits** presently seems like fun, but later results in **grief** and **misery**."
"**Temper** gets us into trouble. **Pride** is what keeps us there."	"**Reputation** takes a long time to build, but only an unguarded moment to destroy."
"**Hating a person** is like letting that person live rent free in your head."	"It is better to **avoid the bait** than to struggle on the hook."
"As iron sharpens iron, so one person helps develop the **knowledge and skills** of another."	"Most people succeed because they are **determined**."
"People can alter their lives by **altering their attitudes**."	"It is wise to **direct your anger toward the problems**–not people."
"Don't make excuses. **Make improvements**."	"You don't know what you can do until you **try**."
"Focus your energies on **answers** not problems."	"If you expect **respect**, be the first to show it."

"Would you live with **ease**? Do what you **ought**, and not what you please."—Benjamin Franklin	"Those who want to **get to the top** must first get off their bottoms!"
"One person with **courage** makes a majority."	"Before **honor** there is **humility**."
"Take what you have and use it, and your **talent** will be increased."	"Everything in life has its **advantages** and **disadvantages**."
"**Optimism** sees every hurdle as a challenge."	"Where there is a **will** there is **a way**."
"He who chooses the **beginning of a road**, also chooses its outcome."	"Instead of pointing an accusing finger, why not hold out a **helping hand**?"
"To avoid being **accused** of doing wrong, stop the **appearance** of wrong doing."	"People with **goals** succeed because they know where they're going."
"God gives all birds their **food**, but does not drop it into their **nests**."—Danish proverb	"No matter what your **past** has been, your **future** is spotless."
"You can't always **judge** a book by its cover."	"**Failure** is not the worst thing in the world. Not trying is worse."
"**Never**, never, never, never quit! —Winston Churchill	"Every time you speak, your **mind** is on parade."
"Things turn out best for people who **make the best** out of the way things turn out."	"A **wise person** foresees problems and steers clear of them."
"**My attitude** toward myself will determine my attitude toward others and life."	"Anything I have learned, practiced, or become I can change!"
"**Forgiveness** is a funny thing. It warms the heart and **cools the sting**."	"**You do affect others**—either for the good or for the bad—positively or negatively."
"The best bridge between hope and despair is often **a good night's sleep**."	"Keep your conscience uncluttered, for it is your **internal compass**."
"The most valuable gift you can give another is a **good example**."	"You already have every characteristic necessary for **success**."
"**Truth** does not cease to exist because we ignore it."	"If you roll up your sleeves and **work**, you won't lose your shirt."
"Early to bed, early to rise, makes a man **healthy**, **wealthy**, and **wise**."—Benjamin Franklin	"The more you **give of yourself**, the more you receive from others."
"**Success** doesn't come to you . . . You go get it."	"'Luck' is when **preparation** meets opportunity."
"The most important thing about **goals** is to have them."	"As a dog returns to its vomit, so a **fool** returns to his folly."
"There is power in **words**. What you say is what you get."	"Who is strong? Those who can **conquer their habits**."
"Give the world the **best** you have, and the best will come back to you."	"**Maturity** does not come with age–it comes with acceptance of **responsibility**."
"**Do what you can** where you are with what you have. You have a lot!"	"A **wise person** does not team up with companions intent on wrong doing."
"The thing to try when all else fails is to **try again**."	"We cannot direct the wind . . . but we can **adjust the sails**."
"Today's **preparation** determines tomorrow's **achievements**."	"An old broom knows the dirty corners best." —Irish proverb
"What counts is not the number of hours you put in, but **how much you put in the hours**."	"**Work hard** and become a **leader**, be lazy and never succeed."

"Success is a **commitment**, not a wish."	"**Education is fuel** for your future."
"You are **valuable**. Don't let anyone make you believe differently."	"Life is more than winning or losing; it's **choosing to do what's right**."
"You **earn respect** by how you live, not by what you demand."	"**Learn** from the past, **live** in the present, and **plan** for the future."
"Life is more than winning or losing; it's **choosing to do what's right**."	"You may not have chosen your **circumstances**, but you can **choose to overcome** them."
"**Doing what is right** isn't always easy, but it's always right."	"Of all the things you wear, your **expression** is the most important."
"You are who you **choose** to be."	"All things are **difficult** before they are easy."
"**Become** the kind of person you want to live with the rest of your life."	"What is **popular** is not always **right**; what is right is not always popular."
"**Winners** make the grade. **Whiners** make excuses."	"**Never settle for less** than your best!"
"The choices we make **today** determine the life we'll lead **tomorrow**. **Every move counts**."	"**Respect** is contagious. Give it. Got it."
"Never let yesterday's **disappointments** overshadow today's **goals** and tomorrow's **dreams**."	"A good **attitude**, strong **motivation** and firm **discipline** are the keys to graduation."
"We can choose to **throw** stones, to **stumble** on them, to **climb** over them, or to **build** with them."—W.A. Ward	"People may doubt what you **say**, but they will always believe what you **do**."
"I must **walk straight** and **stay focused** in order to be a defender of my generation."	"It is better to **look ahead and prepare**, than to look back and regret."
"**Practice makes perfect**, so be careful what you practice."	"**Kindness** is the ability to love people more than they deserve."
"**Stand up for what is right**, even if you're standing alone."	"The three D's to succeed: **Desire, Discipline, Dedication**."
"**Be responsible**. Actions have consequences."	"Conquer conflict with **cooperation**."
"To change your world, you must first **change yourself**."	"Success takes **purpose**, **planning**, **practice** and **patience**."
"Think **big**. Think **positive**. Think **originally**."	"For success, **attitude** is as important as ability."
"Real love seeks one thing only: the **good** of the one loved."	**"Hope** is not the belief that something good **might** happen–it is the belief that it **will** happen."
"**Live with care**; life has no spare."	A sour attitude = a weak character.
"**Character** is who you are in the dark or when no one is watching."	"It is wise to put your **brain** in gear before opening your **mouth**."
"There are dreamers; there are planners. **Planners** make their dreams come true."	"**Prayer should be the key** of the morning and the lock of the night."
"Forget what is behind; push **toward the goal** ahead."	"The secret to **happiness** is not so much in doing what one likes, but in **liking** what one does."

STUDENT SUCCESS CHART

Name _____ YEAR _____

Place a ☆ in the block in which the worktext or computer test is passed.

1st SEMESTER	1st REPORT PERIOD							2ND REPORT PERIOD						3RD REPORT PERIOD					
SCHOOL WEEK	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18
MATH																			
ENGLISH																			
LITERATURE																			
SOCIAL STUDIES																			
SCIENCE																			
PE																			

2ND SEMESTER	4TH REPORT PERIOD							5TH REPORT PERIOD						6TH REPORT PERIOD					
SCHOOL WEEK	19	20	21	22	23	24		25	26	27	28	29	30	31	32	33	34	35	36
MATH																			
ENGLISH																			
LITERATURE																			
SOCIAL STUDIES																			
SCIENCE																			
PE																			

STUDENT SUCCESS CHART

WHO? Supervisor

WHAT? The Student Success Chart is a visual display of academic achievement.

WHERE? The Student Success Chart is stored in the staff work area with the Learning Center forms. The student's name should be written on the chart, then the chart is displayed in the student's Success Station.

WHEN? The Student Success Chart is issued to each student at enrollment. The student may take the chart home when he/she withdraws or at the end of the school year.

WHY? The Student Success Chart is a visual reminder to the student and staff of the student's academic progress. Each time a student earns a chapter or unit grade a star is issued to the student along with a Praise Slip. The star is posted on the Success Chart in the subject area and the week in which it was earned.

PRAISE SLIP

_____ has completed the following tests and has earned praise from the staff and parents/guardians.

SUBJECT	CHAPTER	SCORE	COMMENTS
MATH	_____	_____	_____
ENGLISH	_____	_____	_____
SOC. STUDIES	_____	_____	_____
SCIENCE	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date ___/___/___ Week ____ Signature _____

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PRAISE SLIP

_____ has completed the following tests and has earned praise from the staff and parents/guardians.

SUBJECT	CHAPTER	SCORE	COMMENTS
MATH	_____	_____	_____
ENGLISH	_____	_____	_____
SOC. STUDIES	_____	_____	_____
SCIENCE	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date ___/___/___ Week ____ Signature _____

PRAISE SLIP

WHO? The staff issues the Praise Slip to students who successfully complete section quizzes and chapter tests.

WHERE? Blank Praise Slips are retained in a file at the teacher's desk. Praise Slips are issued to students during morning announcements. Students take slips to their parents.

HOW? The teacher announces the student's name and subject, but avoids calling out grades or quiz/chapter identifications.

WHEN? Praise Slips are issued the next day after quizzes/tests are completed and graded.

WHY? Praise Slips are public praise for responsible action. Students need quick public acknowledgment of academic achievement, and parents want and deserve frequent positive communication from school staff.