

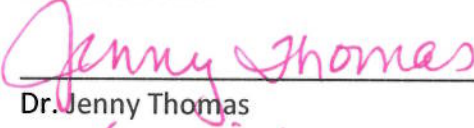
Jordan Souther  
May 12, 2022

The school year 2022-23 will be considered by HCA a probationary year for you. In order to complete the year and/or to be issued a contract for the following year, you must do the following:

- Attend a majority of morning devotions.
- Keep RenWeb updated with section number in book where the class is, the specific topic you are teaching, and HW. Tests and quizzes should be added at least 3 days in advance.
- Major papers should be approved through Mrs. Wray with a reasonable calendar and no major papers in December and May.
- List all tests and major projects on the test calendar at least a week in advance.
- Have DGP lessons everyday – done at home, checked for completion each day at the start of class (20 points a day to equal 100 points possible each week), corrections put on the board after HW check. (5 minutes TOTAL of class time)
- Have vocabulary books used every day. HW completion grade each day with a quiz every Friday or every other Friday. Corrections should take less than 5 minutes.
- Plan this summer the books you will read in each class and how long you will spend on them. At least 4. They must learn to annotate as they read. The first one begins day 1 of class. Approved through Mrs. Wray.
- Meet with Cay Maddox, retired English department head at PCA, my friend, to discuss DGP, books and AP lesson plans. Call her as soon as possible in the summer to set something up.
- Plan this summer the papers required and calendar for each paper. Get approval from Mrs. Wray.
- ✕ Discuss your AP plans with Lisa Stiles and have her let me know that they look good!
- Each of your 9 weeks' plans will include 2-3 tests every 2-3 weeks, at least 4 quiz grades spread out, and at least <sup>15</sup> homework grades.
- You will not argue <sup>to get</sup> with students. You may discuss with them. All student discussions should be private and end positively!
- The students are not at fault if you are off your calendar or time frame or there are discipline problems. You are.
- You will continue to handle parent communication <sup>within 24 hours</sup> and questions promptly and courteously.
- Kellie and I will look over your plans for the 1<sup>st</sup> semester and approve them before July 20.
- We will meet at the end of each 9 weeks at the latest to chart progress.

  
Jordan Souther

5-16-22  
Date

  
Dr. Jenny Thomas

5/13/22  
Date

  
Kellie Wray

5/13/22  
Date