

# ENGLISH LANGUAGE ARTS • CLASSROOM HANDBOOK

Ms. Smith - Grades 7 & 8

## SUBJECT TO CHANGE PANDEMIC



I have put together a handbook of information to help you and your child become familiar with my expectations and procedures for the school year. Please take a day or two to read through this information and then fill out the Google Form linked through this document. On Monday, September 14th, I will be checking for completion of the Form. In this way, I can be sure that all parents have seen our class handbook. The handbook will be accessible for future reference on Google Classroom if your student ever needs to look back at it. You may access the acknowledgement form [here](#).

If you need to contact me, I prefer email - it's the easiest and quickest form of communication for me. **My email address is [smitha@htesd.org](mailto:smitha@htesd.org).** I check my email at least twice a day, and I will respond promptly. If you do not have email, you may call the school and leave a message. **My extension number is 605.**

Please note that Google Classroom (GC) is where your child can access any and all information regarding ELA. Announcements and reminders for the class will also be noted in GC on the "Stream." Homework assignments should be noted in your student's agenda daily. If your child has questions and/or concerns, please encourage them to reach out to me directly, as this is a vital skill your student needs to learn early to help them succeed in the workplace and in life.

I look forward to a positive relationship with you and your child this year. As a team, we can accomplish great things to help your child be successful. I appreciate your support. Please have you and your child sign the below section and return for record keeping.



Let's all have a great year!

***Ms. Amanda Smith***

Middle School ELA teacher

Student Council Advisor

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**NOTE:** Some of these procedures are subject to change due to the COVID-19 pandemic. Any change in procedure will be noted to students verbally and announced on the Google Classroom stream. Thank you for your understanding! - Ms. Smith

# CLASSROOM PROCEDURES & EXPECTATIONS

Procedures are a part of life. We follow procedures when we go to the movies, eat at a restaurant, or fly on an airplane. The reason we have procedures is so people can function in society knowing the proper and appropriate way to do things. Procedures can make things run more efficiently, help people to be more successful, and also make things safer. Think of what would happen if people didn't follow the procedure at a stop sign or red light! This classroom also has its own set of procedures. These procedures help to establish our classroom culture. When everyone follows the procedures, our class becomes safer, calmer, and a better environment in which to learn. Although you may not remember them at first, please do your best to follow the procedures below.



## SUPPLIES

You will need the following supplies every day for ELA:

- 2"-2 1/2' binder
- 5 dividers
- 1 or 2 red pens
- highlighters
- 3 packs of 3x5 index cards
- top-load sheet protectors
- lined filler-paper with holes

You will also need the following items for all classes due to the inability to use communal items in classes until further notice:

- hand sanitizer (travel-size)
- reusable water bottle
- a sturdy pencil case
- set of earbuds or headphones
- 1 package of colored pencils
- 1 package of washable markers
- 5-inch sharp scissors
- glue sticks
- fine-tipped black permanent marker
- tissues (when necessary)

## HOW TO ENTER THE CLASSROOM

Calmly and quietly enter the room and take your assigned seat. Immediately get to work on the assignment listed under "Bell Work" on the board at your desk. There will always be something for you to do. Please do not enter the classroom if the door is closed, or if there is not a teacher present. If there happens to be no teacher in the room, silently line up against the wall outside of the classroom. Please remember, you are to be quiet.

## STARTING CLASS

**You start the class- not the teacher!** And you need to start right away!

1. Sit down at your assigned seat and read the day's "Bell Work."

2. Copy tonight's homework into your agenda book. If there is no homework, the board (under "Assignments") will say "No HW," and you need to copy that into your agenda.
3. Read the "Today we will..." and "Assignments" to see what you will be working on in class that day. Our objective is to accomplish all goals provided for the day. What we don't finish in class will be homework for that evening.
4. Once your Bell Work is completed, there are many tasks you may complete. You are encouraged to READ (SSR), silently study your spelling/vocabulary words, or construct a journal entry.

## ABSENCES & TARDINESS

It is your responsibility, not the teacher's, to collect and complete the missed work and see that it is handed in whether the work is done in-person or virtually. You have one day for every day that you were out to make up the work. All tests and quizzes should be made up within three school days. (Out two days - you have two days to make up work.)

If you are late to class - **need** a pass from a teacher. If you do not have a late pass, plan on explaining what prevented you from making it to class on time. If you are tardy twice in one week, you will be given a Responsibility Notice.



## RESPONSIBILITY NOTICES

If you do not have your homework or are unprepared for class, you will be given a Responsibility Notice. The assignment is to be completed in its entirety and handed in the following school day with the Responsibility Notice signed by a parent/guardian. The signed notice will not be accepted if the assignment is not completed. A second notice will be given. After receiving three notices in one marking period for ELA, you will be assigned an after-school detention.

**Students will not be allowed to call home or go to their locker if they forget their work.** It is *your* responsibility to bring the work to class when it is due. Work that has been dropped off by a parent will not count as the child being prepared for the class.

Work submitted late online through Google Classroom will lose points for the overall grade whether submitted one hour, one day, or one week. I hold the same standards and expectations for all of my students.

**PLEASE NOTE:** Responsibility Notices are not only given for incomplete/missing homework assignments. Responsibility Notices are also given to students who have broken a classroom rule or guideline and/or have behaved inappropriately. A verbal warning will be given before a detention is assigned for behavior.

## DAILY PREPAREDNESS

You will be required to have a specific number of "items" for class that you need to bring daily. Be sure to have all of your materials with you when you come to class.

## COMPLETING ASSIGNMENTS

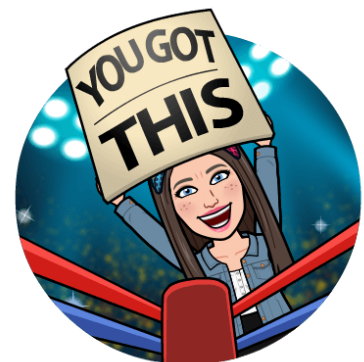
Homework needs to be handed in the day it is due. In most cases, will be completed and submitted online through Google Classroom. If homework is on paper, it should not be handed in ahead of time since it may get lost. To hand in any assignments that come in a paper form, please place it neatly in the "Homework Hand-in Basket" on my desk.

### No NAME = NO GRADE!

Any paper assignment handed in or submitted that does not have a name on it, will not be graded. The assignment will receive a 0%.

When you finish an assignment, be sure to check it over before turning it in. Do not turn in an incomplete assignment, you will not receive credit for it. Students should never declare or inquire, "I'm done, what should I do now?" There is plenty to do!

- First, check to make sure that you have your name on your paper or assignment: **No name = no grade!**
- Be sure you followed all directions and completed the entire assignment.
- Review the most recent spelling/vocabulary words - make flashcards!
- READ! ☺



## 20 BOOK CHALLENGE & SSR

Again this year, you will be participating in the 20 Book Challenge. Your goal is to read twenty novels (including the in-class novels & summer reading) by the end of the year! Five novels read each marking period is our goal. You will have ample time to complete these twenty books, including Sustained Silent Reading (SSR) time in class and homework. **Books must be at least 150 pages; books that are 350+ pages may count as 2 (and 2 only).** If the book is 1,000 pages, it will only count as 2 books.

## CHALLENGE CARDS

After reading a novel, you are to fill out a “Challenge Card” for the book you have just read. All challenge cards will be completed through Google Forms. The link to the forms is available under the “Important Class Materials” tab in Google Classroom. The book does not count unless you have completed a form online. You are also responsible for keeping track of the books you have read and genres you have completed. I will update Genesis as I check and grade your cards.

## CLASSROOM LIBRARY

There are many books in this classroom that have been purchased by me with personal funds. Please treat each and every book with respect. That means handle the books gently. The classroom library is broken down by genre.

When checking out a classroom library book, be sure to fill out the Google Form under the “Important Class Materials” tab located in Google Classroom. **You are not to check out a book unless you have completed the Google Form.** You may only check out one classroom library book at a time. You are permitted three weeks to read the book before you are requested to return it. If you need more than the allotted time, please see me as soon as possible.

When returning a book, you are to place the book into the “Book Bin” near my desk. I will then sanitize the book and return it to the shelves after 1 week of disinfecting. I will also clear your name from the Google Form after you’ve returned the book.

## END OF CLASS DISMISSAL

The teacher dismisses the class, not the bell.

Do not start packing up your materials in anticipation of the end of class. Class is over when I say: “Have a magical day!” Before you leave, take a look at the floor around you. Pick up any items on the floor (whether they belong to you or not) and throw them in the trash if necessary.

