***English Language Arts Policies, Procedures and Expectations***

*Keep a copy of the policies and procedures in the VIP section of your multi-subject binder. Please read through this sheet with your parents and return the following page to me.*

**Supplies:**

* One red binder for ELA divided into three subsections, separated by tab dividers. Please label these “V.I.P.,” “Current Unit,” and “Vocabulary and Grammar.” Put loose-leaf paper in each section except for “V.I.P.”
* Composition notebook
  + *This will be for your in-class journal. Most classes will begin with a journal prompt and you should begin writing as soon as you get to your seat. If you need more time,* ***you may take your journal home to complete****, but be sure to bring it back for the following class. Journals will be graded at least twice a year.*
* Novel (when assigned)
* Post-it notes and highlighter
* Silent reading book
* Homework folder, agenda and pencil case. You can put these in a zip-up binder to take to all of your classes if you find that easier.
  + ** *Your pencil case should obviously contain pencils and/or pens, your highlighter and your post-it notes. You may also find it useful to keep extra erasers, a hand sharpener, and a glue stick in there.*

\*\*\*\*I have a variety of supplies in my classroom that I’d love to share with you, but there are some you may find helpful to have at home. I would suggest a package of colored pencils, a hole-puncher, glue/glue sticks, and a pencil sharpener. \*\*\*\*

**Grading Breakdown:** (Applies to all ELA classes/grades)

* Per school policy, **nightly practice** will count for 10% of a student’s quarterly average.
* All other assessments, assignments, and activities will be evaluated using the CCSS for **writing** (40%), **reading** (30%), **speaking and listening** (10%), and **language** (10%). This means that some assignments may fit into multiple categories.

**Classroom Rules and Rewards:** *The main rule in my class is to be respectful and responsible. If you can do this, you will easily follow the other rules.*

* Come to class with a positive attitude and get excited about all of the amazing things you are about to learn and accomplish in English this year!
* Raise your hand if you want to speak
* Arrive to class on time. If you are late, give me a “Gotta Go” pass. These are to be used anytime you may need to leave the classroom (locker, bathroom, etc).  If you do not have a pass on you, you will need to make up the missed time during the next lunch period. If you are having locker trouble or some other problem, tell me **first** and then go back to your locker.
* In order for our class to function well, there are certain tasks that need to be done every day. All students will have at least **two class jobs** during the school year. Jobs will change quarterly and are part of your level of engagement grade.
* Always read directions and rubrics. I have no problem answering clarifying questions as long as you read the directions provided first.
* For all of the wonderful things you do on a daily basis, I will give you **Avalanche Bucks.**  Each week, homeroom teachers will have a drawing of the Avalanche Bucks you earned where winners will receive AMAZING PRIZES!!!!!!!! You can earn bucks by getting all your homework in, being nice to others, getting a good grade, sharing in class, you name it.
* Not only do we have a great school library with many books in it, but I have a wide variety of books in my class that I would love to let you borrow, as well. When you take out a book, record this in the sign out book on the book shelf. Cross your name out and return the book when you finish.

**Nightly Practice, Long-Term Assignments, Late Work, and Absences:**

* You will be required to read two outside-reading books per quarter. This should be a book appropriately leveled for you and one that you have not read before.
* Any assignment I give you serves a very specific purpose for the class in which it is due. You won’t be able to fully participate in class if you don’t have your assignments completed. If you *have* forgotten a daily assignment, in most cases you will be able to make it up the next day for half credit. Unfortunately, you will be behind your classmates in your understanding and instruction.
* Long term assignments lose ten points for every school day they are late. If your assignment is not *in your hand* when I ask for it, you will lose ten points. This includes if you have to leave class to print it. We have less than an hour a day in class and I expect you to be in class for that allotted amount of time, **not** printing out assignments. You can print out work during homeroom, lunch or after-school in the library or in one of your team teacher’s classes.
* If you are absent it is **YOUR** responsibility to get the missed work. All assignments with due dates are listed on my page on the team website and, when possible, I post copies of notes and assignments as well. Any handouts you did not receive will also be on the shelves in the front of the classroom. Also, you should speak to the attendant to find out exactly what you missed.
* Technology has a habit of not working when you most need it. With this in mind, if you go home and something strange has happened to your assignment, your computer broke down, or some other glitch has occurred have your parents write me a note informing me of the situation. This does not apply to printing assignments. You can always print from the library during homeroom or lunch.

**Retake Policy:**

* The Cole English and Language Arts department allows for one retake/revision of an assessment per quarter. The grade on the retake will **replace** the original score regardless of whether the retake score is higher or lower than the original.
* Students will stay after on the date specified by the teacher. They will be expected to pass in the original assignment and a signed retake/revision sheet.
* Please see revision/retake policy posted on my webpage.

**Out of Class Resources:**

* I am available for extra help before school and after school each Tuesday. If you would like to stay, you must complete the online survey on my webpage by 9:00 pm Monday night. If this isn’t completed, you cannot stay.
* To get in touch with me outside of school, I highly recommend you email me. I can only check my voicemail from school, but I can check my email from anywhere. My email is [ahumbyrd@egsd.net](mailto:ahumbyrd@egsd.net). I will return your message within 24 hours.
* My webpage can be found off of the team website at teamavalanche.weebly.com. Just click on my name at the top of the page. This will have all long term assignments posted on it as well as copies of handouts, subjects we are learning for the week, and daily homework. Remember, though, that technology is not always perfect. Therefore, use your **written agenda** as your primary way of keeping track of homework.
* **Our class website will have many copies of documents you may need for my class, as well as other resources, and due dates. I will happily give you a hard copy of all documents, but if you lose it, it is your responsibility to print out a new copy from the site.
* Parents are a great resource for extra help. Obviously, they shouldn’t be doing your work for you, but all good writers ask for help when editing and revising. Just save your drafts so I can see the suggestions that have been made.

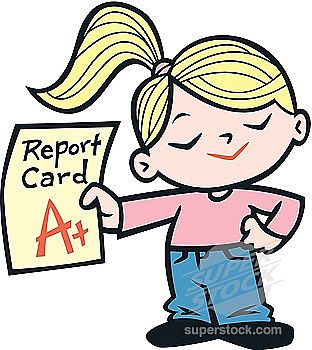
*If you would like to donate any of the following items, our class would greatly appreciate it: tissues, disinfectant wipes, markers, hand-held pencil sharpeners, scissors, tape, glue sticks, index cards, and/or sticky-notes.*

I have read and agree to the policies and procedures for English Language Arts. I am also aware of the outside reading requirements and expectations and agree to follow these as well.

Student Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Parent Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Parents:** I would love to hear from you about your child and some of your hopes for this year.  Please feel free to write some of your questions, concerns, expectations, or any information you would like me to know about your sixth grader in the space below.