6th & 7th Grade English Language Arts

~POLICIES AND PROCEDURES\*\*~

Ms. Hill

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**Class Rule: Respect**

\* Respect yourself

\* Respect others

\* Respect our purpose

\* Respect our school

*Students will be involved in generating the specific meaning of each rule.*

**Guidelines to Success:**

\* Listen

\* Follow Directions

\* **Be Resourceful** (with due dates, reading directions, and asking questions)

\* Do YOUR best ☺

*Students will be involved in generating the specific meaning of each guideline.*

**Classroom Management**:

\*Students will help generate and agree to the Class Rules and must adhere to Cedar’s Student Code of Conduct (SCOC) at all times

\***Students will be given a nonverbal cue & verbal reminder before parents are contacted—3 incidents requiring parent contact (in any class) will result in an automatic detention**

**\*Multiple Detentions will result in Administrative Action (IE: Suspension)**

**\***The following infractions will warrant automatic removal from the class and referral to a Principal: overt defiance, illegal activity, or safety endangerment.

**Parent Communication**:

**\*Progress Reports are sent home every 2 weeks in addition to the updated online gradebook**

**\*PARENTS: Unless I hear otherwise from you, I will assume your student has shown you their grades every 2 weeks**

**\***Emails/Voicemails received Monday-Thursday will be answered within 24 hours. Those received Friday-Sunday may be answered on the following Monday.

**Inappropriate Language:**

\*I do not tolerate inappropriate language (any language that may be considered disrespectful).

\*I do not tolerate inappropriate written language in any formal written work.

\*If you are unsure if something is acceptable, check with me first.

\*Inappropriate language may result in detention.

**Authenticity:**

**\*CHEATING** is using outside knowledge (usually your neighbor’s) to assist you on an assignment or exam. This includes exchanging information about a test/quiz or copying assignment answers from your own or other classes.

\***PLAGIARISM** occurs any time you use ideas or words other than your own, which are not common public knowledge, and do not cite your source. See me for guidelines for citing sources. When in doubt, ask me whether you need a citation.

**\*CHEATING or PLAGIARISM will not be tolerated.**

**Leaving the Classroom or Cafeteria/Lunch**:

\*With restroom and water available in our classroom, it will not be necessary to leave the classroom.

\*In order to receive a pass to go to another teacher, administrator, ec. you will need a *signed note from the teacher* *or administrator*.

\*Only *I will determine* if a situation requires a pass to the “office” etc.

\*An official pass will be required to leave the cafeteria during lunch (one will be provided for approved tutorials)

**Late Work**: “***late work” is any work you fail to turn in on time even though you are present***

**\* Late work will be accepted up to one week late but cannot earn above a 70**.

\*After one week, late assignments will result in a **0** for the assignment grade.

\*Mandatory study hall/tutorials may be assigned to address persistent late work/missing assignments.

\*Extra credit is NOT offered to raise grades that are low/failing due to missing assignments.

**Make-up Work**: “***make-up work” is work you missed due to an absence (or extenuating circumstances approved by teachers/administrators)***

\* For all assignments, you have one extra class day for each absence.

\*Major assignments are due on the day you return.

\*It is *your responsibility* to **be resourceful** and collect make-up work from the “handout bin”.

\*It is *your responsibility* to **be resourceful** and review questions on make-up work with me.

**Materials**:

*Everyday you must have the following materials with you in class:*

* binder with required sections
* pencils & pens in pencil pouch
* loose-leaf notebook paper
* composition book

**Grading:**

\*Written instructions, guidelines, and rubrics will be given for major assignments

\*Quick-writes, grammar, graphic organizers, homework, notebooks and binders etc. may be completion grades

40% FORMATIVE ASSESSMENTS (“Daily Grades”)

Class Assignments Include: dialectical journals, annotations, notes, vocabulary quizzes, regular daily class assignments and group work including but not limited to:

-Project Plans

-Drafts/Writing Process

-C-Notes, Annotations, LAND and other active reading guides in-class

-**ELA Quizzes are on Mondays** (unless we have no school—then maybe pushed to Tuesday)

40% SUMMATIVE ASSESSMENTS (“Major Grades”)

-Unit Projects

-Final Drafts of Narratives and Essays

-Tests

-Quarterly Book Projects

20% HOMEWORK

-“26 Lines” Writing assignments due most Fridays

- LAND Reading or Vocabulary assignments TBD

-**ELA Homework is DUE FRIDAY**

***\*\*Student IEP or 504 accommodations replace any policy accordingly***

**Completion (Check) Scale:**

Work that is graded for “completion” will be graded using this scale. Many daily assignments and homework assignments will be graded using this scale\*\*.

|  |  |  |
| --- | --- | --- |
| **http://mmii.info/icons/Bebop/other_checkPlus.gif**  **100 [exemplary]**  ***Meets all “adequate” criteria plus*** | **http://mmii.info/icons/Bebop/other_checkPlus.gif**  **85 [adequate]**  ***Must meet all “adequate” criteria*** | http://mmii.info/icons/Bebop/other_checkMinus.gif  **0-65 [insufficient]**  ***Fails to meet all “adequate” criteria because\**** |
| * Work is completed according to directions and/or beyond * All minimum requirements are met and/or exceeded * Work is clean, neat and legible and/or especially sophisticated/artistic * Work is accurate/correct and/or insightful/original * Answers are clear and thorough * Evidence (if required) is thorough and insightfully connected to answers | * Work is completed according to directions * *All* minimum requirements are met * Work is clean, neat and legible * Work is accurate/correct * Answers are clear and specific * Evidence (if required) is specific and clearly connected to answers | * Work is not completed according to directions   *OR*   * Minimum requirements are not met   *OR*   * Work is messy, hastily done and/or illegible   *OR*   * Work is inaccurate/incorrect   *OR*   * Answers are vague/over-generalized   *OR*   * Evidence (if required) is vague and/or not clearly connected to answers   ***\*Specific score may be determined by the % of work completed or may be unacceptable and earn a 0***  ***-teacher discretion is the deciding factor*** |

*\*\* major assignments/projects will be graded using a more specific rubric*

*--see individual writing assignments/rubrics for details.*

Writing and Reading Strategies for 6th-7th ELA

P

I

E

oint: Make your point—this can be your topic sentence or your answer to a question.

nclude example: Write an example –this can be your own or quote or an example from a text.

xplain: Write a complete sentence that explains—explain how your example shows your point etc.

A

R

T

S

sk Questions: circle the who, what, when/where in the question/prompt.

ewrite the question/prompt into a sentence with a blank: Turn the question/prompt into a sentence with a blank.

hink of your answer: write a detailed and specific answer to fill-in the blank and answer the question/prompt.

earch for support: search your mind/experiences or search your text to find support for your answer.

L

A

N

D

ook up words you don’t know in the dictionary and write the definitions on your paper/copy of the text.

sk Questions: circle the who, what, when/where in the question/prompt.

eed to go back? You may need to go back to the passage to find the answer or inference clues for the answer.

elete answer choices that cannot be the correct answer—narrow it down to correct choices and then pick the best answer.