**Important Policies and Procedures for Ms. Holley’s ELA Class**

**Communication**

Communication is key to success in the classroom; I strive to communicate with parents when needed and want to keep the communication lines open for parents.

* Email- Please feel free to email me at any time. I check my email frequently throughout the school day. You may access my email through my school website.
* School Status- I will send mass broadcasts through School Status that will appear as a text message. I will also send messages to individual parents. You may reply to the messages on this platform or send messages to me. I must log in to my computer to check School Status, so my response might not always be immediate. I check School Status daily, but I do not check it as frequently as email.
* Phone/ In-person contact- If you would like to schedule a phone or in-person conference with me, feel free to email me. I will work with you to schedule a time for that conference.
* Schoology- Students will use Schoology frequently to complete assignments. I will send messages throughout Schoology to students. You can access Schoology as well to review the types of assignments that students have been assigned. If you child is absent, they usually will be able to access materials on Schoology for at home use. There is an option to message teachers in Schoology. However, the quickest way to contact me is through email or School Status. I do not check the Schoology messages as frequently.

**Daily Classroom Supplies**

Please make sure to bring these supplies daily:

Folder or binder for ELA class; loose leaf paper; sharpened pencils; highlighters; charged computers; finished early tasks (students should always have a school related task to complete in case they finish work before other students- books to read; homework; vocabulary words to study…..)

**School Tardy Policy**

Please refer to pages 11-12 in the school agenda regarding this policy. You can locate the student agenda under the “Parents and Students” tab on our school website.

I have reminded students that if they accumulate 5 tardies for my period, they will be referred to administration for a consequence. They will then be written up for each subsequent tardy. This policy is in effect for each nine weeks’ grading period. This policy is in place for periods 2-8; the policy is different for first period tardies.

**Homework Policy**

Students will generally be assigned multiple days to complete a homework assignment. I will set a firm deadline for completion of this assignment. When assignments are to be turned in to me, they will be due at the BEGINNING of that class period (students will not be given additional time to complete during that class period). Many assignments will be submitted through Schoology. My deadline for Schoology will generally be at 8:00 AM on a certain day. For example, the work is assigned on Monday and will be due by 8:00 AM Thursday. However, that work should ideally be completed by Wednesday night. I establish the 8:00 AM deadline because that is when the assignment will close in Schoology, and I check for homework completion at that time.

Students must complete the full assignment in order to receive credit. If a student is unclear about my instructions or has questions about the assignment, I will be glad to work with them prior to the deadline.

If a student is absent, he or she should check in with me regarding any make up work.

**Computer Usage Information**

It is essential that your child obtains a computer for classroom use. Mrs. Davis, our librarian, issues computers and review the general usage guidelines with students. Please remind your child to be careful with the device and to charge the device daily. At times, if a student does not have a device charged, he or she might be required to complete the assignment at home.

If students are off task with the computers during class time (ex. Playing games, surfing the Web., etc….) administration might revoke their privilege to use the computer in class.

**Electronic Devices**

Students are required to turn off cellphones and place them in their backpack throughout the school day. They must also store all other electronic devices in their backpack throughout the day (smart watches, Airpods…..). If a student fails to comply with this policy, I will collect the device and refer the student to an administrator. I have told my students that if they need to contact a parent, they should let me know. I will allow them to call or text for an emergency situation. However, this should be rare.