

# Mrs. McKay's Reading/Language Arts Policies and Procedures 2022-2023



## Attendance/ Make-Up Work

It is very important that your child be present at school every day that it is possible. We cover a great deal of material each day and make-up work is a strain on both the teacher and the student. Please see the Code of Conduct regarding reasons to keep a child home. Especially during this unprecedented time, PLEASE keep your child home if they are sick or not feeling well. We will work with your child to get them caught up.

If your child checks out or misses a class for any reason, they must bring a note the day they return to school. This can come in the form of a note from home, a doctor's excuse, etc. The office will determine if the absence is "excused". If an absence is "unexcused", per the DPES Student Handbook, the child will receive a grade of zero for the missed graded assignments.

Upon return, students may get all work they missed (with the exception of tests) from the makeup work drawer in my room. I will place anything they need to complete in this file; however it is the student's responsibility to get the work out. Any tests missed will be rescheduled for makeup through me and will not be placed in the drawer. Students will have **2 weeks** from the date they return to get makeup work in to me. After the 2 weeks have passed, the grade will result in a zero.

## Classroom Management: Expectations, Consequences, and Rewards

### Class Expectations...

1. **Be Prepared:** with class supplies, assignments, and a good attitude
2. **Be Respectful:** to yourself, to others, and the learning process
3. **Be Honest:** about your work and your actions
4. **Be Successful:** give your best effort
5. **Participate in Class Appropriately:** raise your hand to be called on, wait patiently for a speaker to finish, make positive contributions to your group, and work cooperatively with your classmates

## What happens if the rules are broken?

Whether it is a school rule or a class rule, the following consequences may be issued. This plan will be followed by Mrs. Sims and myself.

**\*\*Some steps may be skipped, depending on the severity or frequency of the offense.\*\***

1. Verbal Warning
2. Lose Class Dojo Points (After losing 3 points, a parent note will be sent home.)
3. Silent snack or lunch will be given after 5 Dojo points are lost.
4. Phone Call to the parent if Dojo points are lost again after serving silent snack/lunch
5. Parent Conference (if needed)
6. Office Referral

### **Class Dojo points can be earned for the following reasons:**

**R.I.S.E.:** being RESPECTFUL to others, showing INTEGRITY at all times, exhibiting SELF-CONTROL, giving 100% EFFORT in all activities

### **Class Dojo points can be lost for the following reasons:**

not prepared for class, disrespect to teacher or student, talking, teasing/bullying, inappropriate language, hallway infraction, off task (playing, off task, disruption), cheating/lying, not following directions, incomplete assignments (classwork or homework), inappropriate restroom behavior, property damage

### **Rewards**

When students are caught exhibiting positive behaviors, they can earn Class Dojo points. After a child has earned 25 Dojo points, they may draw a Reward Ticket. This ticket can be for various items, such as homework passes, fun pen or pencil, extra device time, candy, etc.

### **Graded Papers**

Graded papers will be sent home every two weeks in their folder (This will normally be on Thursdays. We will send home an announcement in Class Dojo to let you know of a change.) The note on the packet off papers will need to be signed, and the entire packet of papers will need to be returned to school the following day. Make sure you are regularly checking PowerSchool to see their progress.

### **Homework**

Each Thursday students will be given a "Reading Homework Packet". It will be turned in and reviewed the following Thursday. The packet consists of fluency/repeated reading to a family member, independent reading, comprehension check, and review of a reading or vocabulary skill. With the exception of the fluency reading and independent reading, if a child has free time at school, they may work on their packet. Each section of the packet will be worth 25 points for a total of 100 points. Your child's "Reading Homework Packet" grades will be 5% of their reading average.

Occasionally, if time runs out in class, students will be asked to complete an assignment for homework. Every student will need an assignment notebook for recording their assignments each day (school is providing). I will post assignment due dates and test dates on my school website; however, your student should get in the habit of writing their assignments down to help teach responsibility. When a student does not bring their homework in or it is incomplete, they will lose a Dojo point for not being prepared. I ask that you please establish some time every night for your child to study. Studying at home, even just reading a book or reviewing current assignments, makes a big difference in their grades at school.

### **Supplies**

Please make sure that your student is prepared for class each day. Each night, students should make sure that they have the appropriate materials ready to go for the next day. It is a waste of class time and shows a lack of responsibility for students to continually have to borrow supplies. I know that we are all human and sometimes forget things, but let's don't make it a habit! Please let me know if there is a financial need, and I will be happy to help supply your student.

### **Binders**

For my class, I ask that each student have a 3-ring binder with dividers for each subject. I will help students organize these binders the first week of school with their folders, dividers, and paper. So much of student success in upper grades is being organized, and I try to get all of my students to a place each year where they feel that they can easily find the things they need.

## **Scholastic Book Orders**

Each month I will send home a Scholastic book order form. Scholastic book orders are a great way for you to purchase wonderful children's literature at discounted prices from most bookstores, while also earning points (FREE BOOKS) for our classroom. All orders must be submitted online at [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs). The online activation code for our class is **HXBCL**.

## **Contact Information**

**Email:** [emily.mckay@acboe.net](mailto:emily.mckay@acboe.net)

**ClassDojo:** Please accept the email invitation that was sent out last week. This way you can receive important announcements and information. (Make sure you have "Notifications" turned on so that you never miss an important message.)

**School:** (334)361-6400

**Website:** [www.dpeseagles.com](http://www.dpeseagles.com) - Click on "school staff" and then find my name

CUT HERE \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS BOTTOM PORTION ONLY.** Please keep the rest of this page and packet for your records and reference. Your signature ensures that you have read and understand all of Mrs. McKay's policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date