



Mrs. McKay's & Mrs. Sims's
Policies and Procedures
2025-2026

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. 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. (If you know ahead of time that your child will be absent or will be checking out, please let us know ASAP so that work arrangements can be made.)

Upon return, students may get all work they missed (with the exception of tests) from the makeup work drawer in our rooms. We 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 us and will not be placed in the drawer. Students will have **2 weeks** from the date they return to get makeup work in to us. After the 2 weeks have passed, the grade will result in a zero.

Classroom Management: Expectations, Consequences, and Rewards

Class Expectations... Our students will exhibit Lion POWER!

- P – Polite: Use kind words and be respectful to everyone (students and adults)
- O – Organized: Keep your things and work neat and ready (come to class prepared daily)
- W – Wise: Make smart choices and think before you act
- E – Encouraging: Help and cheer on others to do their best
- R – Responsible: Take care of your actions and do what's right

What happens if the rules are broken?

Whether it is a school rule or a class rule, the following consequences may be issued. Classroom consequences may include silent snack/lunch or loss of brain break time. Our behavior plan coincides with the DPES Behavior Management Plan.

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

Points Lost	Consequence
2	Student/Teacher Conference (Warning)
3	Student will serve silent snack/lunch/loss of Brain Break
4	Parents will be notified by phone call of student behavior
5	Parent/Teacher/Admin. Conference
6	Referral to Administration for Habitual Class A Behavior

*A verbal warning will be given prior to the loss of the first Dojo point.

*The Behavior Management Plan starts over each semester.

Class Dojo points can be earned for the following reasons:

Lion POWER: being POLITE to others, staying ORGANIZED with needed daily materials, making WISE choices, giving an ENCOURAGING word, being RESPONSIBLE with your actions/words

Class Dojo points can be lost for the following reasons:

not prepared for class, disrespect to teacher or student, talking at inappropriate times, 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 10 positive 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, bonus points on tests, 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 Parent Square to let you know of a change.) The note on the packet of 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.

ELA 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 averaged together to count as one grade for the nine weeks.

Math/Science/Soc. St. Homework

Math homework will be given on a nightly basis (Monday-Thursday). This is a great way for the student to reflect on the skill that we are working on for the week. It is important that they take the time to do the homework so that they can ask questions the next day while we're reviewing. Each 9 weeks your child will start with a 100 in the gradebook. Over the course of the 9 weeks, they will be deducted 10 points for each incomplete homework assignment. I will not accept late homework. They will have time to start on their homework in class.

Science and social studies will not often have homework assignments if the student uses their time wisely in class. In both science and social studies, the main thing will be studying for tests. There will be a review link on my website and a paper study guide provided for each test. There will be 2 at-home projects for social studies (first and third nine weeks).

General Homework

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. Every 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. We know that we are all human and sometimes forget things, but let's don't make it a habit! Your child will more than likely need their supplies replenished throughout the year. Please let us know if there is a financial need, and we will be happy to help supply your student.

Binders

For our classes, each student will need a 3-ring, 1 ½ in. binder with dividers for each subject (this will be used in both classes). We 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 we try to get all of our students to a place each year where they feel that they can easily find the things they need.

Contact Information

Emails: emily.mckay@acboe.net jessica.sims@acboe.net

ParentSquare: Please download the free ParentSquare app if you have not done so already. (Make sure you have “Notifications” turned on so that you never miss an important message.) This will be the communication tool used by all teachers in Autauga County.

School: (334)361-6400

Website: www.dpseagles.com - Click on "school staff" and then find my name

OUT 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 & Mrs. Sims's policies and procedures.

Student Signature

Date

Parent Signature

Date