**Mrs. Short’s Reading/Language Arts**

**Policies and Procedures**

**Attendance/ Make-Up Work**

It is very important that your child be present at school every day that it is possible. Please see the Code of Conduct regarding reasons to keep a child home and the attendance policy for this year.

Upon return, students may get all work they missed from the makeup work basket in my room. I will place anything they need to complete in this file. Any tests missed will be rescheduled for makeup through me. Students will need to get any make up work completed in a timely manner.

**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.

The purpose of a discipline plan is to establish and maintain a classroom environment conducive to learning for all of our students. To implement this plan, during the first week of school, we thoroughly discuss and model classroom expectations and procedures with our classes. We also make each one aware of the consequences for inappropriate behavior. In managing our classrooms, our goal is to minimize interruption to instructional time. If students choose to break rules or not follow procedures, we will normally address them using the sequence of actions below. However, steps may be skipped depending on the severity of the offense.

***Normal Order of Consequences***

1. Non-verbal cues (visual, proximity, head nod, etc.)

2. Verbal warning

3. Silent snack or silent lunch

4. Parent contact

5. Administrator/Counselor referral

6. Office referral and removal from class

***Normal Rewards***

1. Treats

2. Positive note home

3. Extra privileges

4. Extra outside time

**Please sign up for Class Dojo to keep up with your child’s behavior management.** Students will automatically begin his/her week with 5 green dojos. He/she may lose a green dojo when classroom expectations are not met. If a student has lost three or more points on Class Dojo for the week, a note will be sent home. Notes must be signed and returned the following day. If the problems continue to occur, a phone call will be made. If students continue to misbehave or be disruptive after a note and a phone call, a parent/teacher conference will be scheduled during my planning period. Should there be any other problems after these steps have been followed, an office referral will be written. \*Severity of misbehavior will elicit immediate action as needed and may skip prior steps.

**Graded Papers**

Graded papers will be sent home every two weeks in their Tuesday folder. You will keep all the papers at home, unless the grade is below a 60/D. In that case, you will need to sign and return the paper for me to. **I strongly suggest you sign up for INOW to keep track of your child’s academic progress.**

**Homework**

Students will have weekly homework assignments in Reading and/or Language Arts. Students should set aside at least 20 minutes every night to read. I believe reading is the single most important resource to help students grow academically. Students may need to finish work in their novel packet for homework **if they did not complete in class** or they may have an English assignment. Homework will be posted weekly on the classroom assignment back white board. I recommend that you purchase an assignment notebook (can be purchased at DPES supply store). **Homework** that is not turned in or completed will result in -10 points from each subject’s homework average. Students will also have consequences for not turning homework in. He/She may have silent lunch, silent snack, no extra outside time. - teacher discretion.

**Binders**

For my class, I ask that each student have a 3-ring binder for my class. I will help students organize these binders the first week of school with their folders, dividers, and paper that they have received from the county supplied school supply list. 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. This literacy binder that they will use is CRUCIAL to their success in my class. They MUST come to class everyday with it.

**Contact Information**

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

*Remind101*: Please see the attached sheet on instructions for setting up Remind101 on your phone. Text @mrsshort6 to 81010.

*School*: (334)361-6400

*Website*: www.dpeseagles.com - Click on “school staff”, scroll down to 6th grade, and then find my name/picture.

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**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. Short’s policies and procedures.

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Student Signature Date

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Parent Signature Date