

Mrs. Maddox's Reading/Language Arts

Policies and Procedures

2021-2022



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.

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 missed (with the exception of tests) from the makeup folder 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.
2. Always try your best.
3. Respect yourself and others.
4. Keep our classroom neat and clean.
5. Listen and follow directions that first time.

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 Ms. Myers and myself.

1. Verbal Warning
2. Lose Class Dojo Points
3. After losing 5 points, a parent note will be sent home.
4. After losing 8 Dojo points, student will receive silent snack or silent lunch.
5. After losing 9 Dojo points, a parent conference will be scheduled.
6. After losing 10 Dojo points, student will receive an office referral.

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

Rewards

Students can earn Dojo points when they R.I.S.E. by showing respect, integrity, self-control, and effort. For every 25 Class Dojo points earned, they will receive a reward coupon. These coupons could be a homework pass, use special work supplies (pens, markers, etc.), extra device time, etc.

Graded Papers

Graded papers will be sent home every two weeks in their folder (This will normally be on Thursdays.) Graded papers, with the exception of D or F papers, can be kept at home. Any paper with a grade of 69 or below will need to be signed by the parent and returned to school.

Late Work

I will accept late assignments and projects, however, points will be taken off. When an assignment is turned in late, 10 points for every day that it is late will be deducted from the final grade.

Homework

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. Every student will need an assignment notebook for recording their assignments each day. These may be purchased in the DPES supply store or elsewhere. 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.

- **Reading** - Each Thursday students will be given a "Reading Homework Packet". It will be turned in 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.
- **Spelling** – Students will complete activities from a Spelling Menu each week using their current spelling words. Students will keep a copy of their spelling words and the spelling menu in their binders. They must complete activities totaling 20 points. The Spelling Menu grades will be 5% of their language arts average.
- **Additional Homework** - Occasionally, if time runs out in class, students will be asked to complete an assignment for homework.

When a student does not bring their homework in or it is incomplete, they will fill out a "Missing Homework" note to be signed by a parent. They will lose a Dojo point.

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!

Binders

Each student will have a 3 ring binder with dividers for each subject. This binder will be used for my class, as well as Ms. Myers's. 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. The online activation code for our class is **TH6RB**.

Contact Information

Email: jenny.maddox@acboe.net

ClassDojo: Please sign up for this with the code provided in your child’s folder. This way you can receive important announcements and information.

School: (334)361-6400

Website: www.dpeseagles.com - Click on “school staff” on the left-hand side of the page, and then find my name. Please check the “Calendar” page each week to be notified of upcoming tests, due dates, and events.

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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. Maddox’s policies and procedures.

Student Signature Date

Parent Signature Date
