



# English Language Arts Rules and Procedures

## Mrs. Zann Moore, Middle School/High School English LA



Welcome to English Language Arts!!! I am excited about working with you this year! It is going to be wonderful exploring the literary and grammatical world together where we will be reading, writing, speaking and listening! Holy Family has a wonderful heritage and tremendous expectation for success in the classroom and in the community. It is the goal to continue this tradition, so it is important for us to work together, school and home, so we can help the students reach their highest potential.

### Classroom Policy: “Good Character is EXTREMELY important!!!

We will maintain a positive environment in our classroom at all times. We will use polite words such as “please”, “thank you”, “may I” and “you’re welcome.” Our classroom is a safe place for everyone at all times. Negative behaviors such as inappropriate language or body language will not be tolerated. We will treat everyone with respect and courtesy at all times and pursue the behaviors worthy of a PeaceBuilder. You are not here to learn about English Language Arts *only*, but also to learn to be respectful members of society with real life skills.

*Remember, your character is ALWAYS on display!*

### Classroom Guidelines

Students are expected to display good character at all times. This means showing respect for the teacher, fellow students, and themselves throughout the course. Responsibility is a vital part of class expectations and an essential part of success in the classroom. Students will be responsible for being prepared each day and completing all assignments.

Specific Guidelines are:

1. Follow directions.
2. Be a good listener.
3. Raise your hand for permission to speak.
4. Make smart choices.
5. Respect the learning environment
6. Do your best to work well independently and with others.

### Be Prepared

It is important for you to come to class daily mentally prepared and ready to learn. To do so, you must have your required material with you. This means bringing your books, workbooks, binder with paper inside, pencil/pen, and homework. Also, get plenty of rest, eat a healthy breakfast, and drink lots of water. **You may bring a water bottle to have with you in class to be refilled as needed (please no metal ones).**

### Entering Class

1. Enter the room quietly and find your assigned seat.
2. Check your pencil to see if it needs sharpened. IF so, do that before we begin class.
3. IF you need to use the restroom, do so before class.
4. Get your materials ready and any due homework.
5. Begin working on Bell Activity immediately (this will be your journal activities). You will begin the class each day this way. Get started.
6. Once you have finished Bell Activity, sit quietly until everyone is finished. You may review your work, read, or take an AR test.

### Leaving the Classroom

Students will be expected to sign out before leaving the classroom if it is during classroom time, especially if they have study hall. When we leave the room for any reason as a group, you need to make sure that you behave appropriately in the hallways and other parts of the building. Remember there are other classes going on and younger observant eyes paying attention. ☺

1. Make sure you have all your materials and belongings when you leave.
2. Quiet in the hallways. Respect that classes are in session.
3. Always enter your next classroom quietly and respectfully.

### Bell Activity

Every class will begin with a daily Bell Activity assignment(s) to be completed in the *Journal*. You will find the assignments on the classroom webpage under the Journal tab. These activities will be done in your journal composition notebook and will be taken up and graded and some portions graded in class. Neatness counts! If you miss any days, ***it is your responsibility*** to get the missing dates for your journal.

### Absences

Students are expected to be in class daily. It is important for each student to note that time missed in class cannot truly be made up. There is a great deal that goes on during class time and their presence is necessary and vital for our class to function effectively. Everyone misses out when even one person is absent from class. IF a student must miss, it is his or her responsibility to inquire about missing assignments to find out what work was missed. You will have the same number of days of excused absence to complete any make-up work. Make sure you write “**make-up work**” on the assignment before turning it in. If you do not understand what you missed, please see me immediately.

### Coming to Attention

We will be quite busy this year working independently and in groups. When I need the attention of the entire class, I will say “class.” When you hear this, you are expected to say “yes” in the same way, stop whatever you are doing, become quiet, and give me your full attention.

### Showing Respect

When someone in the class is speaking (teacher, student, or visitor), that person should have everyone’s undivided attention. Everyone needs to stop what he or she is doing and look and listen to the person who is talking.

### Getting Supplies

Sharpening your pencil should be done before class. However, should you need to sharpen your pencil or get supplies, wait until all directions have been given and you have been released to work. DO NOT get up when someone is talking or when we are involved in an activity together.

### THE BINDER!!

Your notebook binder is essential to have with you EVERYDAY! **It is to be used for this class only.** It is vital that this binder is well organized at all times and that you have your loose leaf paper inside ready to go. You will be utilizing it for literature, vocabulary, grammar, composition, spelling, notes and various homework assignments. You may include a folder inside to keep handouts if yours does not have pockets. Your binder will be the key to your success in the classroom. It will help you to stay organized and stay on track. Neatness counts!!!! Your handwriting should be legible and in cursive unless otherwise stated.

### Group Work

**We will be working in groups frequently.** Teamwork builds character, leadership skills, and collaborative understanding. When you are placed in a group, everyone will have a job to accomplish. You will earn a grade based on how well you perform your job within the group and how well you work with your peers. In order for the group to be successful, everyone must do their part... cooperate, compromise, follow all directions, and make sure that all members of the group understand the task at hand. You will work together as a team and support each other to ensure group success.

### Working Outside

There will be days when we might have the opportunity to work outside on a project or activity with prior approval. We need to make sure we exit the building quietly and always walk to our destination. We will have fun outside, but we must maintain our composure. If we can handle being outside, we will be able to do it more often. Occasionally, appropriate clothing or shoes

will need to be worn. I will let you know ahead of time when this is necessary, so please listen for directions.

### **What to do when you finish work early**

1. Complete any unfinished work, such as previous assignments or make-up work from excused absences.
2. Review vocabulary, definitions, spelling.
3. Review notes.
4. Read AR book.
5. Take AR test.

What **not** to do:

1. Talk.
2. Bother your neighbor.
3. Work on any material not related to this class unless specific permission has been given.

### **Getting the Teacher's Attention**

During class discussions, notes or any activity in which the whole class is working together, simply raise your hand and wait to be called on to speak. I want everyone to participate in classroom discussions and encourage questions.

### **Grading Scale**

93-100	A
85-92	B
76-84	C
70-75	D
69 and below	F

### **Contact Information:**

Mrs. Zann Moore

School: (606) 324-7040

Email: [smoore@cdlex.org](mailto:smoore@cdlex.org)

Feel free to contact me anytime. I am working with you and your student this year. It is going to be a fantastic year full of many blessings!

**STUDENT CONTRACT**

I have read and discussed with Mrs. Moore the classroom rules, procedures for our class. I understand the importance of following these rules and procedures to maintain an effective learning environment. I understand Mrs. Moore has high expectations for my behavior and class work. I will do my part to make our classroom a success.

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Student's signature

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Date

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Parent/Guardian's Signature

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Date

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Parent/Guardian's Signature

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Date

Parents/Guardians,

In order for us to maintain communication throughout the school year, please provide your updated name(s) and a preferred email. Include if you have available, a texting/cell number(s) where you would prefer important or emergency contact to be made or information to be sent. This information is for you and I to communicate and will not be distributed. Thank you.

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Name(s)

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Email(s)

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Cell Phone(s) **Texting (yes/no)**