

Guidelines and Procedures

Mrs. Kukoda
8th Grade Language Arts

Dear Students and Parents/Guardians,

The purpose of this packet is to provide you with the basic rules, guidelines, and procedures in Mrs. Kukoda's language arts class for the upcoming year. By reading through this, you will hopefully gain an understanding of my expectations for the year, both for the class as a whole and for each individual student. It is my goal, as your teacher, to create a task-oriented and predictable environment. I believe that if students know what is expected of them and how they can succeed, they are better able to achieve their goals and thrive in the classroom.

We have gone through the information in the packet together as a class. I ask that you please read through it and discuss your own expectations for the student's performance in language arts this year. Once completed, please print this first page, sign, and return to me by the discussed due date. The packet will remain online throughout the school year for the students to reference.

Parents, I anticipate meeting all of you at Back to School Night. Please feel free to contact me throughout the year if you have any questions or concerns. I can best be reached at my school email: lkukoda@manasquanboe.org or you can leave a message at my school extension: 732-528-8810 ext: 2306. I look forward to working with all of you during the school year to help each student reach his/her fullest potential.

Sincerely,

Mrs. Kukoda

Student Name: _____

Guidelines and Procedures Packet Signed Form

8th Grade Language Arts

Student's Signature

Parent's/Guardian's Signature

Parents/Guardians: if possible, please provide a phone number and email address at which you can best be reached.

Phone: _____

Email: _____

Classroom Rules

1. Be in your seat when the 2nd bell rings.
2. Bring all books and necessary materials to class.
3. Follow directions the first time they are given.
4. Raise your hand and wait for the proper time to speak.
5. Stay in your seat unless you have permission to do otherwise.
6. Treat each person with respect and dignity. No swearing, teasing, or bullying.
7. Follow all classroom procedures to ensure a productive environment.
8. Follow all school policies.

Students having difficulty following our class rules and procedures may receive: lunch detention, afterschool detention, and/or central detention.

Severe disruptions: Student is sent immediately to the office.

*Grading Policy

Quarter grades will be based on a points system this year:

Homework	~ 10-20 points
Quizzes/ Classwork	~ 40-50 points
Tests	~ 100 points
Projects/ Writing	Variety of points based on assignment

Homework will be assigned frequently to ensure the students are practicing the concepts learned. All homework assignments will be posted on my teacher homepage. Students are allowed to turn in homework one day late for a *maximum* grade of a 70. If not turned in after one day, he/she will receive a 0 for that assignment.

A half-completed or wrongly completed assignment will count as missing!

*Absences

If you are absent, it is ***your responsibility*** to turn in any assignments that were due and to see me about the work you missed. IT IS BEST IF YOU COME AND SEE ME BEFORE SCHOOL/DURING HOMEROOM THE DAY YOU RETURN. As I am checking work due that day, you are to show me any assignment that was due the day you were out. Then, we will set up a time (either after class, at lunch, or after school) to discuss and plan your make-up work. You will have the same amount of days you missed to make up your work (i.e. if you are absent on Tuesday, your work will be due on Thursday). All tests and quizzes must be made up within two days.

If you know you are going to be absent in advance, please inform me as soon as possible so that we can plan ahead!

*Genesis

All students' grades are submitted on Genesis as soon as they are graded. It is the student's and parents' responsibility to check Genesis frequently to check his/her performance in class. If there are any issues or concerns, please feel free to contact me.

Classroom Procedures

Entering the Classroom:

You are expected to be in your seat and working on the daily Do Now once the second bell rings. All books should be placed *underneath* your desk and any homework from the previous night should be out on your desk to be checked.

As you enter, look to the board for the daily Do Now, lesson objectives, essential question for the unit, and daily agenda.

Lateness:

Any student entering late to the classroom must have a pass from another teacher/ staff member. Excessive lateness/ entering without a pass will result in lunch or afterschool detention.

Materials Needed:

You are expected to come prepared for class each day. This may include:

1. Writing utensil and red pen
2. Binder
3. Literature textbook/class novel being read
4. Language textbook
5. *Choice novel (Independent Reading)
6. TABLET- CHARGED

I will try to inform you if you do not need any of the above materials. Otherwise, you are expected to have them with you.

If you are unprepared, it will be marked. After 3 marks, you will receive a 10 minute detention.

Classroom Notes/Discussions

During the lesson, the notes will be put up on the board. You are responsible for copying these notes into your binder/ onto your tablet, along with any additional important information. If you have a question about what is being taught, feel free to ask! If you do not ask, I cannot clarify it to make sure you understand. When asking a question, do not call out. Raise your hand at the appropriate time.

There may be note checks throughout the school year that will count towards your grade!

I enjoy a classroom environment stimulated by the students. This means I want to hear what you have to say! Whether it is a question, comment, opinion, or simply a statement, I want you to share your thoughts. Be sure to raise your hand before you speak and wait until you are called on. I also want you to be aware of what you are sharing with the class. Remember, we treat everyone with dignity and respect!

Transitions

A transition is a time when we switch from one activity to the next. This is not a time for you to talk or distract your classmates. You are expected to put away the materials from what we were working on and to take out any necessary materials needed and to begin working.

Collecting and Receiving Papers:

Everything being turned in should have your name and assigned number. This will make collecting and giving back papers easier.

When turning in any work, all papers should be placed in your class file. If you finish your assignment before the rest of the class has finished, you should begin working on something else or read your independent novel.

Classroom Library

If you would like to borrow a book from the library in the room, you may choose one when given permission. You need to be sure to sign the book out on the provided form. If the book is damaged or lost, you will be responsible for replacing it.

Additional procedures to be discussed:

Substitute Teacher

Fire Drill

Group Work

Assemblies

Trips to the library or computer lab

Tablet distribution and use throughout the school year