

# Survival Guide for Language Arts

## Part I: Expectations

### 1. Required Materials:

All students are required to bring the following materials to class **everyday**. It is expected that supplies be replenished when necessary. (The last two are recommended for use in all classes.)

- assignment notebook
- (2) pencils, (2) pens, and (1) red pen
- (1) 3 ring language arts binder (black)
- loose leaf notebook paper
- (1) one-subject notebook (writing)
- post-it notes (reading)
- note-cards (Vocab.)
- outside reading book
- post-it notes (reading)
- note cards (vocabulary)
- *homework folder or accordion*
- *pencil case*

### 2. Behavior

You are always expected to enter and exit the classroom in a respectful manner. You are expected to treat everyone in class with respect. Do not do things that will cause problems for others in the classroom. If you fail to act in accordance with these expectations, I will ask you to fix the problem. If you cannot do this I will determine an appropriate consequence. This may include but is not limited to the following: I may send you to the office, ask you to come in during lunch, or ask you to take yourself out of an activity for recovery. I will always ask you to reflect on the problem. If you think something I do is unfair, please see me privately after class or during a non-instructional time. If needed, we may create a plan for your behavior together. I will ask you to solve your own problem as the first step and will communicate with your parent any plan we create.

### 3. Class participation/Discussion

Participating in class is an expected part of your role as a student in this class. Treat each thought, feeling, and opinion with respect; they are all valid. This being said, try to make a habit of supporting what *you* say with examples and evidence from the text we are reading. It is important that you raise your hand to participate in class, so that everyone can hear your noteworthy idea! Participation and behavior will be noted in this class!

### 4. Tardiness

You are expected to be at your desk with all required materials when the bell rings. If you are chronically tardy, you will be expected to problem-solve with me on how to fix your tardiness. If you enter the room after the bell, you must have a pass or you will be marked tardy. Consequences are listed in the NBJH handbook for tardiness. **CLASS BEGINS WHEN YOU WALK THROUGH THE DOOR! I EXPECT YOU TO GET TO WORK IMMEDIATELY!**

## 5. Absences and Makeup Work

When you return to class, it is your responsibility to make up the work, and/or ask for help. If you fail to get your work the day you come back, it will count as late. You will be given the amount of days absent to make up your work (absent two days, two days to make up work). My policy matches the NBJH handbook policy. Alternative assignments may be given to take the place of activities that were missed. I am available to help you before school, during lunch, homeroom, or by appointment. I am here to assist in your success: I want to help, but you have to ask! Please remember to be proactive and let me know ahead of time if you have any upcoming major events or foresee a problem with a project or major assignment. When you are proactive, I will work with you to create a plan for success. There is more to follow about make-up work in Survival Guide Part 2.

## 6. Homework/Late Work

Please put the proper heading on all homework to be turned in. Assignments are due at the beginning of the class period. If your homework is late, it will count as 50%. If you turn in a **major assignment** late, a grade letter will be taken off each day it is late (assuming a discussion took place beforehand). If you advocate for yourself late work can be avoided. Please communicate. In the beginning of the year I will pass out a few free passes for late work. ☺ Turning work in on time is essential to succeeding in this class, and I expect you to take class work and homework seriously.

\*Please note that printing problems should not be a cause of late work. You can always e-mail homework to my school account at [jfeatherstone@northbrook28.net](mailto:jfeatherstone@northbrook28.net). Please plan on using my website as a resource to print forgotten handouts or assignments or to look at the weekly agenda. The web address is: <http://www.northbrook28.net/~jfeatherstone>.

## 7. Assignment Notebook and Agenda

Your assignment notebook will help keep you organized. When the bell rings, you should be sitting in your seat copying the **agenda** and the homework assignment of the day in your assignment notebook. I will periodically check your assignment notebook. On Mondays I will hand out a tentative agenda that will be for one or two weeks. Each day, the agenda on the board will tell you if there have been any changes from the tentative agenda sheet. Homework will be posted below the daily agenda.

## 8. Cheating

I take all forms of assessment seriously. The purpose of assessment is to determine what you have or have not learned and adjust my teaching and planning accordingly. It also gives me the opportunity to determine the needs of each individual student. There is no talking during a test. When you are finished taking your test, you are expected to read silently. Copying from another student and plagiarism on any piece of student work are forms of cheating. I will not tolerate actions of dishonesty in my classroom.

## 9. Reading Workshop

It is expected that every day you will bring your silent reading book to class. It is your responsibility to check out a book that interests you. You can do this at the Northbrook Public Library, my classroom library, the NBJH library, or purchase a book at a bookstore.

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## Part II: Procedures

### 1. Bathroom/Locker

Please raise your hand to ask to use the restroom or leave the classroom at the most appropriate time possible. There is a pass to take and a sign up sheet by the door. Using the restroom during LA should be emergencies only as you have a break between the two period block. Please use this time for restrooms *and* locker use.

### 2. Give me five/If you can hear me clap once...

Often times in class, we will work in groups or with partners. When I need your attention, I will raise my hand in the air and begin counting from five to one. By the time I reach one, ALL students must be silent and looking at me, waiting for my instructions. I may also clap to get your attention.

### 3. Seating

I decide where you will sit based on where I think you will learn best. Please see me if you cannot see the board or any other visual in class. I may change any one seat of a student at any time if I think it will benefit his or her learning. You will change seats a few times this year. Seating will always be assigned.

### 4. Questions/Makeup Work/Absences

When you return from an absence, you should go to the file folders by the door labeled the days of the week and get your own makeup work. If you have an extended absence, I will collect the handouts and place them in your personal folder. If you have any questions for me, please do not come up to me as the class is starting and students are getting situated. Every day during reading or writing workshop, I will circulate to check in with students. This is the time to raise your hand and ask a question, give me a note from a parent, etc. This is the time that I will go over lessons and work you missed the day before. If you have a question during class that is unrelated to the topic at hand, please write it down so you remember, and ask me during break or after class. For extra help please see me (walk-in) during tutorial in the mornings. Wednesday is the exception- you will need to set up an appointment as I have meetings in the mornings. You can also see me during lunch, homeroom, and after school by appointment for help.

### 5. Binder and supplies

Please have your name on all your supplies. I will help you to keep your binder organized; you are expected to keep all papers that are given to you. The sections for your binder are:

- a. Reading
- b. Writing
- c. Class Novel
- d. Grammar
- e. Vocabulary

I suggest you also keep your one-subject notebook in the back of your binder.

## **6. Personal folders**

You should check your personal folder every day when you get to class like you would a mailbox. This folder is ON TOP OF the table on your right when you enter the classroom. In your personal folder you will find makeup packets, papers turned back, or entrance slips/handouts for the day. When you enter the room it is expected that you take from the folder anything you need. This is not a place to store your independent reading book as that should go home every night.

## **7. Writing and Assessment Folder**

Your writing and assessment folder is in the crate UNDER the table on your right when you enter the classroom. In your writing folder you may find drafts of writing, test and quizzes for the quarter, and your clean copies of writing assignments.

## **8. Classroom library/Checking out a book/Book reviews**

There is a binder for book check-outs. If you borrow a book from my classroom library, you must sign out the book with your name and date. When you complete the book, please sign it back in, and complete a book review form to recommend your book to other students. If you lose a book, you will be expected to replace it. Please let me know your interests and your reviews so that I can make more recommendations to you. You can do this during daily check-ins and through your literature letters.

## **9. Turning in homework**

There are a few different ways I might ask you to turn in homework. Please look at the board for further instructions each day as you walk in. I may check in homework, have you pass it up, or have you turn in to a designated spot in the room. Homework is always due at the beginning of the period. Otherwise, it will be considered late. There is a late work bin on the short file cabinet by my desk.

## **10. When you have finished an assignment/class activity early**

If you finish an assignment, you should not talk to classmates or work on other homework. You should silently read your outside reading book. This should be done automatically, without daily reminders.

**If you have any other questions, please do not hesitate to ask!**