

Mrs. Peko's Class Procedures

Wednesday, August 22, 2012

Dear Students and Parents/Guardians,

Welcome to the beginning of another school year! I hope everyone had an enjoyable, relaxing, and safe summer. As we embark upon this new school year, I wish to discuss a few classroom procedures that will enable the educational process to run smoothly. Please read the following information together, sign and cut off the bottom portion on page 3 and return it to me in class tomorrow **Thursday, August 23**.

Classroom Rules

1. Come prepared and be on time for class.
2. Once in the room, be seated and quiet.
3. Be respectful to your classroom community.

Being prepared for class means having the following supplies **everyday**:

- at least 2 black or blue ink pens
- a highlighter
- at least 1 pen or colored pencil of a different color. For example, red, orange, green, or purple, not yellow, gray, blue, or black.
- at least 2 *sharpened* pencils (There will be no pencil sharpening during class.)
- English notebook
- English folder
- loose leaf paper
- assignment notebook
- any other materials requested by the teacher
- English textbook (only when instructed)

Classroom Procedures

- ✓ Once students quietly enter the classroom, they are to be seated and date their notebooks and begin work on the "Problem of the Day" or P.O.D. Some P.O.D.s will be collected for points.
- ✓ Students are to be prepared for class. Every Monday, a list of required materials for each day will be written on the front board as well as listed on Homework Central. All students are expected to have their supplies.
- ✓ All English textbooks are to be covered using a book sock, contact paper, or a paper book cover. Other materials such as loose leaf or Saran Wrap are not acceptable. Books are to be covered starting the 2nd week of school until the books are collected at the end of the year. Tasks may be assigned if a book is not covered.
- ✓ Students will be expected to raise their hands in class unless we are having a teacher-initiated class discussion.
- ✓ There will be no pencil sharpening during class. If a pencil needs to be sharpened, the student should plan on arriving to class a bit early to do so.
- ✓ Most student work will be kept in the classroom in the students' portfolios.
- ✓ **No papers are to be left on the teacher's desk.** There will be a hanging file folder for each class suspended by Mrs. Peko's desk. Students are to put their work in the assigned folder. It will be checked at the end of each day.
- ✓ Independent class work will most likely be given every day. Students will be given time in class to complete this work; however, they may need to take it home to finish it.

- ✓ A hall pass will be used in room 116. A student may not leave the room without the hall pass and teacher permission.
- ✓ A “Lost and Found” is located on the book shelf in the back of room 116.
- ✓ My grading is not weighted. For English class, assignments are graded and scaled down. In general, tests are worth 20-25 points each, homework completion is worth 5 points, and homework graded for correctness is scaled to 10 points. Homework will most likely be given daily. Tests are generally given at the end of each grammar unit.
- ✓ If a student is working on assignments for other classes while in English class, the assignments will be confiscated and given to the applicable teacher and left to her discretion.

Completing Assignments

- Assignments are to be completed in cursive and in dark blue or black ink only. Pencil may be used only when instructed.
- Points may be deducted if directions are not followed on any given assignment.
- Assignments are to be completed neatly. If an answer cannot be read, it may be marked wrong.
- The proper heading must appear in the top right hand corner of ANY assignment turned in- typed or handwritten. Points may be taken off if the proper heading is incomplete. The proper heading includes:
 - First and last name
 - Homeroom
 - Date
 - English period
- If an assignment is not turned in on the specified due date (barring sickness and/or absence), points will be taken off. Please note that **assignments will always be accepted** for at least some of the original points.
- If a student returns from an absence and does not turn in his or her English assignments within the same amount of days the student was absent, the assignments will be considered late.
- When an assignment is graded in class, blue, gray, black, or yellow ink is not allowed. If a student grades in these colors or in pencil, points may be taken from their own grade.
- Furthermore, if a student marks a fellow student’s paper incorrectly, points may be taken from the grader. Students are expected to pay full attention while grading and show honesty and integrity.

Writing Assignments

We will write several papers this year. Each assignment will be accompanied by a checklist rubric. The rubric will be distributed at the beginning of the unit and will be expected to be handed in with the student’s final copy. During a writing unit, the students will peer-edit each other’s papers for points. If a student is absent the day of peer-editing, s/he must edit his or her own paper with a red pen and turn it in to get those points. All papers are to be typed (unless otherwise given permission from the teacher).

Note Taking

It is my goal to help prepare the students for high school. In high school, students will be expected to take notes most likely without teacher guidance. I will go over how I want the students to take notes in their English notebook. Periodically, students will be given a **notebook quiz**. That is, if the students date their notebooks daily, complete their P.O.D.s, and take notes on the topic of the day, they should do well. Thus, it is necessary for students to have their notebooks everyday and to keep them neat!

Technology

As mentioned earlier, all papers are to be typed (unless otherwise given permission from the teacher). **Assignments may NOT be printed at school, unless a note from a parent is given.** If a student cannot print at home, he or she can e-mail the paper to Mrs. Peko to avoid a late grade. Electronic copies of assignments may also be requested via flash drives or e-mail. The laptops/computers at school have Word 97. All assignments edited electronically in class must be compatible with Word 97. Also, students will be required to access the class website. Copies of handouts and supplemental and enrichment resources will be available on the website. Furthermore, students will be required to post on the English blog various times throughout the year. They will have about a week's notice to complete the post, so no late posts will receive full credit. Students should plan ahead when blog posts are assigned. Lastly, while using technology for English class, all students will abide by the school's Acceptable Use Policy.

Communication

- ❖ Homework Central will most likely be updated Monday mornings for the week.
- ❖ Edline will be updated when assignments are graded.
- ❖ My e-mail address is apeko@st-hilary.org.
- ❖ My voicemail extension is 337.
- ❖ The class website is www.apeko.weebly.com.

Discipline

The St. Hilary Family Handbook will be in effect in classroom 116, including the dress code, behavior, and bullying policies. If any rule is broken and/or disciplinary action needs to be taken, discipline may include (as detailed in the Family Handbook):

1. Teacher intervention and warning given (verbal or nonverbal).
2. Teacher intervention and a written task given.
3. Teacher intervention (detention issued) and referral to the principal.

Together, we can make this year a success! If you have any questions regarding this letter, please feel free to e-mail or call me. I will return your call or e-mail you back within 24 hours.

I am very excited about this school year!
Thank you and God bless,

Mrs. Peko

RETURN TO MRS. PEKO BY TOMORROW, AUGUST 23, 2012

I have read the parent letter and have discussed it with my parent.

Student signature: _____ Date: _____

I have read the parent letter and have discussed it with my child.

Parent signature: _____ Date: _____
