

# MIDDLE SCHOOL ENGLISH

2022 --- Mrs. Deibel --- 2023

## COMMUNICATION

*with the teacher*

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RESPONSIBILITY & preparation

1 Come to class prepared with your binder (stays in the classroom cabinet), notebooks, writing utensils etc. ***Plus a book every Friday.***

2 Start working on bell work immediately so class can begin within five minutes of the bell.

3 Work should be turned in on its due date. Late work will be accepted until 2 weeks after the due date. After that, it will not be accepted.

Member Training

1 Must complete training every week

2 Will be given at least one 15 min. session in class

3 Any training not completed in class must be done on students' own time

4 Training week runs from Monday morning to Sunday night at 11:59 pm

5 Student must complete at least 2 training sessions on separate days, for a total of ≥30 min. each week

CLASSROOM MATERIALS

*To be successful*

1 3-Ring binder (1" OR 2")

2 PENCILS & PENS

3 Lined Paper &/Or spiral Notebook

4 Optional but good:

5 Highlighters & Colored pencils



Be prepared

Bring your

Be prepared

FULLY CHARGED

Be prepared

Chromebook

Be prepared

AND CHARGER

Be prepared

EVERY. SINGLE. DAY!!!!

Forget!  
*Don't*

## WRITING *writes*

1 NARRATIVE/DESCRIPTIVE WRITING (FICTION, Quarter 1)

2 INFORMATIVE ESSAY (NON-FICTION, Quarter 2)

3 ARGUMENTATIVE ESSAY (NON-FICTION, Quarter 3)

5 INFORMATIVE OR ARGUMENTATIVE ESSAY (NON-FICTION, State Testing, Quarter 4)

GRAMMAR, VOCABULARY, SPELLING, & PHRASES

*taught and reviewed daily.*

# English Language Arts policies and procedures

## FOOD & DRINK POLICY

Water is welcome in room 301. However, in general, food and other drinks are not allowed in my class unless express permission is given by me. Exceptions are granted for students with diabetes. This policy is subject to change at my discretion, and at any time.

## DSS

DSS is a 30-minute class period designed to give students time to get help in specific classes, as well as work on any homework they might have.

**Each class period has a specific day they can come for ELA help:**

- **Monday:** 1<sup>st</sup> Period
- **Tuesday:** 3<sup>rd</sup> Period
- **Wednesday:** 4<sup>th</sup> Period
- **Thursday:** 5<sup>th</sup> Period
- **Friday:** 6<sup>th</sup> Period

## HOMEWORK POLICY

**Students should read 20-30 minutes every night.** No reading logs will be collected, but Mrs. Deibel will collect information at the beginning of the year to meet the interests and needs of individual students' reading lives.

Most work will be able to be completed in class if students use their time wisely. The exception to this would be typed essays. Some work may need to be done outside of classes to finish writing and/or typing final paper.

If students do not complete work during class, in the time allotted, it will be assigned as homework so students can adhere to the determined deadlines.

## ABSENCES AND GRADES

All work will be posted in the weekly modules on Canvas. **It is extremely important to look at the weekly modules, NOT just the "to-do" list Canvas posts for you.** If you are absent, you are responsible for completing your make-up work (one day for make-up for each day absent).

Please check grades regularly and feel free to ask me any questions that you might have about a particular grade.

## SSR Fridays

**You must bring a book with you every Friday (better yet, bring it every day!).** We will do Sustained Silent Reading each week, and you will fill out a reading log to track your progress.

## Student Email & Canvas Messages

It is vitally important that students check their Canvas messages and student Gmail DAILY! This is how their teachers communicate w/them.

## ELECTRONIC DEVICES

Phones should be kept in students' backpacks. Devices should not be out during class, unless otherwise instructed by the teacher or with permission.

Airpods/Ear Buds/Headphones should ONLY be used when given express permission.

**Students MAY NOT have airpods/earbuds/headphones on/in while walking the halls or during instruction.**

# MIDDLE SCHOOL LANGUAGE ARTS POLICIES AND PROCEDURES

## DISMISSAL PROCEDURES

- I will ALWAYS dismiss you.
- Please do not pack up until I tell you to do so.
- HELP each other put supplies away. If supplies are going back to one place, ONLY ONE person from each table should be putting the supplies away.
  - Ask nicely for this person to do so, say thank you, and DO NOT throw your materials at them. Please hand them to your classmate nicely.
- Please keep hands, feet, and objects to yourself.
- Remember this is your time to go to the bathroom and get a drink of water.

## GOING TO THE BATHROOM AND GETTING A DRINK

- If you need to go to the bathroom, you need to go during passing periods or during independent work time.
- You **CAN NOT** go during bell work or when I am teaching.
  - Only one student at a time, and you **MUST sign out** and you **MUST sign back in using E-Hall Pass**.

## COMING INTO THE CLASSROOM

1. Students must verbally greet Mrs. Deibel at the door. They can also choose between a handshake, high five, fist bump, lollygag, or wave.
2. If you are The Starter, get your table's binders from the cabinet.
3. Get ALL materials you will need.
4. Read the daily agenda.
5. Start Bell Ringer.
6. Get a stamp/initial on daily bell ringer.
7. Sit quietly and/or read while waiting for instructions.
8. I will move on to the lesson SIX minutes after class has started. You will not receive any points for your bell-ringer that day, if you don't my initials when I come around.

## CLASSROOM BOUNDARIES

- This classroom is OUR classroom, but there are areas that need to be off limits to students so that I can teach effectively, you can be safe, and so you can learn. Please:
  - **DO NOT** go behind my desk at the front of the room. The cords are all over and I don't want you to get hurt or for them to get broken.
  - **DO NOT** "borrow" any of my supplies other than what is in the community baskets. I am willing to share, but I will get it for you. Please just ask if you need something and I will help you.
  - **DO NOT** put your feet/shoes on any of the furniture

## EMERGENCIES AND ALARMS

- Please stay calm, leave supplies behind, and listen for teacher's instructions.
- For Fire drills and fire alarms, we will go out my door, turn left, & form a single file line on the field..
- For an emergency situation, we will walk to a safe location. Listen to teacher for instructions on where to go.
- In these situations, we need to walk in a single file line, without talking, and listening for teachers instructions.

## ABSENTEE POLICY

- When absent, you get one day to make-up work for every day you're absent.
- If you are absent, all work can be found in that week's module on Canvas.
- It's the students' responsibility to get his or her makeup work on the day immediately following an absence.

## TARDY POLICY

- If you are tardy, come in quietly, see what materials you need, get all necessary materials, and get to work on whatever we are working on at the time you come into class. Get all work you missed after class or during DSS.
- After the 4<sup>th</sup> tardy, you will be assigned a lunch detention.

## MATERIALS

- Our English notebooks should NEVER leave the classroom, unless I tell you to do so or you have homework to complete in them. They always go back in the cabinet.
- If you are The Starter, please hand-out the notebooks to each person at your table. Do not throw or toss the notebooks. Set them nicely.
- **TAKING CARE OF NOTEBOOKS**
- Our notebooks will contain 75% of your daily and classroom work and notes, plus reading logs. It is imperative that you take care of your notebooks. PLEASE be diligent by:
  - Numbering every single page.
  - Writing on the front AND back of pages.
  - Fixing any pages that get ripped out or torn.
  - Dating and labeling as instructed.
  - Use the tiny dots glue method. No "toaster strudeling" of glue.

## TRANSITIONING TO AND FROM DESKS

- **From desks:** I will dismiss you from your desks, ALWAYS A TABLE GROUP AT A TIME, if I need you to go somewhere else (like the classroom library or around the room for reading).
  - Please wait until I dismiss your table and always walk to and from your desks.
  - If I allow you to sit someplace in the room, besides your desks, please be thoughtful of others.
  - If a spot you want is taken, please find somewhere else to sit. I will do my best to give each table first choice throughout the week.
- **From anywhere else in the room:**
  - I will ask you to go back to your desks, please do so as quickly and quietly as possible.
  - Please pick up and clean up anything you used during this time.
- **Moving Around the Room:** Whenever possible please walk around the desks, instead of trying to walk through the aisles.
- **Backpacks and Supplies:** Keep backpacks and supplies out of the aisles so that students can walk around the room easily.

## TAKING CARE OF CLASSROOM SUPPLIES

- **Community Baskets:** The community baskets contain extra supplies that all classes will use.
  - Only use what you have to.
  - The scissors are not a toy, and they get a lot of use. Students who can't handle this responsibility will be given "children's" scissors to use.
  - Put everything back and make it look better than the previous class did.
  - Do not put trash in the center cubbies.
  - Do not push trash on or under the desks.
  - When we cut and glue, please use a small trash bin for your whole table's scraps, and then have ONE person throw scraps away in the larger trashcans.
  - Close glue caps after use. Never toaster strudel with glue, always dots.
  - Sharpen colored pencils during the time we are coloring, cutting and gluing, and not when I'm teaching.
- **Desks:** The desks should stay where there are unless instructed by me. DO NOT draw/write/color on the desks.

## SHARPENING PENCILS

- I highly recommend mechanical pencils, but if you need to sharpen your pencil, please do so at the start of class when you get your materials.
- You CAN NOT sharpen a pencil when I am teaching. If for some reason, you HAVE to sharpen a pencil (i.e. Mrs. Deibel is teaching and you were taking notes, and you broke a pencil) please just raise your hand and ask politely, and I will stop so you can sharpen it.

## QUESTIONS, CONCERNS, REQUESTS, OR IF YOU NEED HELP

- Please raise your hand, especially if I am teaching, and ask politely.
- If I am busy helping other students, and it's been awhile, please just write your name on the white board, under the "Help" section, and I will get to students in the order you signed up for help.

## TURNING IN NOTEBOOKS, PAPERS, AND ASSIGNMENTS

- In general, I will tell you how I want assignment turned in.
- Any paper assignments will be turned into the top tray of your class period's tray on the side counter.
- I will collect your language arts notebooks, and interactive notebooks periodically. When this happens, please have one person, from your table group, collect them and turn them in for the group, so as to eliminate classroom congestion.

## CLASSROOM LIBRARY

- **Checking Out Books:** I have invested a lot of time and money into my classroom library. I want you to read, so we have to take care of our classroom library so that I can use the books for years to come.
  - You may **check out 2 books at a time.**
  - You must sign out books on the Google Form using an electronic device.
  - You must sign in books on the Google Form using an electronic device.
  - Put books back in the book return bin. Another student or I will return them correctly.

## HIGH ENGLISH EXPECTATIONS

- I have high expectations of you as readers and writers. There will be times where I ask you to redo work or add to it. This is non-negotiable and not acceptable to say you're fine with unacceptable work.
- High expectations will be especially important when we write essays. I expect your best work, and if you have not submitted your best work, I will ask you to try again. This may mean you have to reprint work you have already tried to submit.

## CELL PHONES

- Cell phones should stay in backpacks, unless the teacher gives you permission to use it.
- If you need to use your cell phone, then ask Mrs. Deibel.
- There will be no tolerance for cell phones being out during independent reading time. This will happen every Friday and is an expectation (and gift!) that you will read during the allotted time each week.

## MISCELLANEOUS PROCEDURES

- **Knock on the door.** Please allow Mrs. Deibel to get the door or please wait until she instructs someone to answer. Please be quiet and respectful of the guest.
- **Telephone rings:** Please allow Mrs. Deibel to answer the phone, unless she instructs you to answer. If she instructs you to answer, then please say, "Mrs. Deibel's room, student speaking."
  - Please be respectful and absolutely silent when I am on the phone.
- **Give me 5:** When I need your attention I will say, "Give me your attention, please in 3, 2, 1." By the time I get to 1, you should have your voice off, you should be facing me, and listening to instructions.

## MISCELLANEOUS PROCEDURES CONTINUES

- **Walking in the hall during class time:** Be respectful of other classes.
  - When we walk as class walk in a single file line against the wall, without talking.
- **Visitors are in the room:** When visitors are in the room, please work like you normally would (maybe better!). If they ask you something, respond respectfully and be helpful if they need it.
- **Say Please and Thank You:** This goes a long way in any classroom, and in life! Even if I just pass out a paper, or a classmate hands you something, I expect you to say please and thank you.

## STATIONS

- If we have stations, there will be four of them. In general, you will have the same people in your group all week, but if something changes, just make sure you get all four stations done.
- The four stations each week will be:
  1. **Task cards**, interactive notebook, or activity related to lesson for the week
  2. **Reading Response** about current class novel, current short stories, independent reading novel, or book club/literature circle novel.
  3. **Meet with Mrs. Deibel**
  4. **Reading passage**, online reading passage, or video activity
- When you finish your stations, please begin your independent reading.