

Dear A.I.S.M. Family,



WELCOME TO THE YEAR OF THE HONEY BEE!!!

My name is Elisha-Christina James and I will be teaching English/Language Arts to grades six through ten this year. This will be my fourth year teaching here at A.I.S.M. I am committed to helping each one of my students develop a love for lifelong learning.

There are specific classroom policies and procedures (see below) that we will follow to ensure an efficient and smooth running classroom. It is the students responsibility to learn, comply with, and perform these procedures. Some of these policies include making sure students bring all books and materials to class, being respectful to each other, and no using of cell phones or music players during class. I have high expectations for each of my students and expect them to do their best for each and every assignment. Copies of the policies and procedures will handed out and discussed with students on the first day of class.

Please feel free to contact me by email (best way) at elishajames@aismonrovia.com if you have any questions. Consequently, I can also be reached through the Jupiter email system once you have gained access and sign on.

I am looking forward to working with you and your child(ren) this school year. I hope to make our classroom environment stimulating and engaging.

ENGLISH/LANGUAGE ARTS CLASSROOM POLICIES AND PROCEDURES

A. NOTE FROM THE INSTRUCTOR

To achieve an efficient and smooth-running classroom, I have established a few simple procedures. As a student, it is your responsibility to comply with, learn and perform these procedures.

B. CLASS RULES

- Be in your seat when the bell rings.
- Bring all books and materials to class.
- Be respectful to others.
- No talking when it is not your turn.
- No using computers (except when directed by teacher), cell phones, or music players

during class.

- No eating in class.

C. SEAT ASSIGNMENTS

There will be no assigned seats unless students present a pattern of misbehavior.

D. TARDIES AND LATE ARRIVALS

A student who is not in the classroom when class begins is considered late.

E. LATE WORK POLICY

Any assignment, whether classwork, homework, projects, etc. received after the assigned date will receive 10% off per day that it is late. Late work will only be received up until five (5) days after the original due date. After five (5) days, students will receive a zero (0) for the assignment.

F. WEEKLY TESTS

Tests will be given weekly in spelling and vocabulary after MAP testing is concluded.

G. ACADEMIC HONESTY

- Students found plagiarizing, copying or cheating in any way will receive automatic zeros.
- Students caught talking during test or quiz time will receive automatic zeros.

H. LEAVING THE CLASSROOM

Do not leave the classroom until I dismiss the class.

I. ABSENCES

On the day you return from an absence you should arrive early to class or come by my office to see what assignments you missed. I will do my best to post all assignments ahead of time to Jupiter but some may be missed.

J. GRADING POLICY

Class Participation	5 %
Classwork/Quizzes	20 %
Homework	10 %
Chapter Tests	25 %
Projects/Unit Tests/Writing Assignments/Book Reports	40 %
Total	100%