

**English Language Arts Grade 7**

Alison\_Bales@chino.k12.ca.us

Robert\_Callaci@chino.k12.ca.us

Lisa\_Conetta-Lee@chino.k12.ca.us

Sierra\_Hale@chino.k12.ca.us

Suzie\_MacKay@chino.k12.ca.us

Anita\_O’Donohue@chino.k12.ca.us

Shirley\_vanVeen@chino.k12.ca.us

**School Office** 909-591-2161

**English Department Office Hours** (unless otherwise specified by your teacher): Monday and Wednesday 12:00 PM – 1:00 PM

**INTRODUCTION**

For the next seven weeks, we will all be on a huge learning curve together. It is so important that we continue to work with effort and continue our learning. The ELA Department will continue the pacing and curriculum you would have been required to complete at school. Please check your school emails daily via Office 365 for updates from your teacher. Also, please check your teacher’s class page via the Townsend website to find out how you will submit your work.

**ESSENTIAL MATERIALS/ONLINE PROGRAMS via CLASSLINK**

\* MyHRW

\* Google Classroom

\* Office 365

**ASSIGNMENT POLICY**

* Late assignments/assessments – will result in a 0 in the gradebook.
* Assignments and assessments must be finished and submitted by the time indicated for any online assignment via Office 365, Google Classroom, and/or MyHRW for credit
* Any written essays/text must be in MLA Format.
* ACE Format is required for Short Response Answers
* Assessments will be assigned during and/or end of unit lessons.

Assignments will not always be in the form of writing or worksheets. Students will be required to read every day. Students will gather research via text or internet. Students will also be expected to respond to homework assignments via online through the district website Office 365, Google Classroom, and MyHRW. All students have an account to log on. Please see your teacher’s class page for instructions.

**GRADING SCALE**

 90% - 100% = A

 80% - 89.9% = B

 70% - 79.9% = C

 60% - 69.9% = D

 0% - 59.9% = F

Students will have access to their grades through Aeries, teacher feedback, and/or Google Classroom.

**CITIZENSHIP/WORK HABITS GRADE** (O, S, N, U)

* Assignments on time
* Organized and ready to go
* Courteous and helpful to classmates and teacher
* Is thoughtful before speaking and is sure that what is said is relevant to everyone
* Reliable, dependable

These grades are equally important. These grades indicate overall character, effort, organization, cooperation, and perseverance.

**AT-HOME ADULT SUPPORT**

Please encourage your student to complete assignments in a quiet place. Since we are not in class, your home is the classroom. We understand this task may be difficult, however, creating a routine that is similar to the school day will help your student maintain normalcy for the academic day. Manageable chunks that resemble the school day schedule may keep students from feeling overwhelmed.

Also, *please encourage your student to ask questions during school and office hours. We encourage your student to be the one to reach out to the teacher with questions. We will do our best to respond in a timely manner between 7:45 AM – 2:00 PM. We will respond to all parent/guardian emails within 48 hours as our priority is to respond students throughout the day.* We appreciate your understanding in advance.