**I. Contact Information**

Most teachers are best contacted by email (below) or message on ParentSquare. Parents can also call (814/874-6500) or send messages via Schoology. We do our best to return messages within 24 hours!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **English/Language Arts** | **Mathematics** | **Science** | **Social Studies** | |
| Miss Domowicz  [sdomowicz@eriesd.org](mailto:sdomowicz@eriesd.org) | Mrs. Ferrare  [jbferrare@eriesd.org](mailto:jbferrare@eriesd.org) | Mr. Bryan  [dbryan@eriesd.org](mailto:dbryan@eriesd.org) | Mr. Leonard  [tleonard@eriesd.org](mailto:tleonard@eriesd.org) | |
|  |  |  |  | |
| Mrs. Rugh-Grove  [crugh-grove@eriesd.org](mailto:crugh-grove@eriesd.org) | Mrs. Gausman  [jguasman@eriesd.org](mailto:jguasman@eriesd.org) | Mr. Nesbella  [snesbella@eriesd.org](mailto:snesbella@eriesd.org) | |
| **←**  Use this code to access the InfiniteCampus Parent Portal! | | **←**  Use this code to access ParentSquare! | | |

**II. Communication & Progress Reports**

**A. Weekly Bulletin**

Please expect a weekly bulletin posted to ParentSquare each Friday afternoon. Bulletins will include upcoming school-wide incentives and events, as well as important updates about coursework, materials, upcoming tests, etc.

**B. Midterm Progress Reports**

Each quarter, students will be issued progress reports that they are to take home and have signed by a parent/guardian. On the first day of the week, Homeroom teachers will give students a packet including a newsletter and their mid-term progress reports for ELA, math, science, and social studies. Students will have the rest of the week to discuss their progress reports with a parent/guardian and return a signed form with any questions. Homeroom teachers will call home to contact parents on Friday if they do not receive some communication from home (signature, email, ParentSquare message, phone call, etc.) by the end of the week.

Please expect midterm reports during the following weeks:

* First Quarter: 22 to 26 September
* Second Quarter: 2 to 5 December
* Third Quarter: 23 to 27 February
* Fourth Quarter: 4 to 8 May

**III. Attendance**

Students are expected to attend their scheduled classes daily. **Students in attendance are present AND participating in their education**, including but not limited to class discussions, Zoom meetings, group or individual assignments, testing, etc. Being an active participant has a positive impact on student’s learning and grades. **In the event of absence, please provide a signed excuse to the attendance office, either on paper or by email** ([svattendance@eriesd.org](mailto:svattendance@eriesd.org)).

**IV. Extra Help/Office Hours**

Each teacher offers extra help/office hours for students from 3:10 to 3:40 pm, one day per week.

|  |  |  |  |
| --- | --- | --- | --- |
| **English/Language Arts**  **(Domowicz/Rugh-Grove)** | **Mathematics**  **(Ferrare)** | **Science**  **(Bryan/Nesbella)** | **Social Studies**  **(Leonard/Nesbella)** |
| Tuesday | Monday | Wednesday | Thursday |
|  |  |  |  |

During office hours, students may check grades, complete absent/late/missing or do-over assignments, and generally get extra help with any academic or behavior challenges. If you have a scheduling conflict on any specific day, please reach out to that teacher to make arrangements.

**V. Materials**

**A. Lockers, Locks, & Locker Times**

All students are assigned a locker near their homeroom and a combination lock to ensure their belongings are secure. Students may provide their own key lock, but are encouraged to keep a copy of the key with their homeroom to ensure continued access in the event of a lost key.

**Students must keep outer wear** (hats, jackets, blankets, etc.) **and bags** (backpacks, bookbags, purses, satchels, etc.) **in their lockers during the school day.**

Locker times are:

* before homeroom (8:40 to 8:45 am)
* before lunch (12:25 to 12:27 pm)
* after dismissal (3:05 to 3:10pm)

Students must ask for teacher permission to be at their lockers at all other times throughout the school day.

**Students are strongly encouraged to keep their locker combination private**. Each student is responsible for the contents of their locker – they can be disciplined if they allow someone to share their locker and that person makes poor choices! No one wants that! Please help your student memorize their locker combination and remind them to use their own locker.

**B. Chromebooks**

Each student has been issued a Chromebook, which they are expected to bring to school fully-charged each day. Students will need their Chromebook in math and science daily. In order to reduce screentime, student Chromebooks will be stored in a locked charging cart throughout ELA and social studies, unless needed for coursework (online tests/writing assignments).

**C. Textbooks/Educational Materials**

The most important thing a student can bring to each class is a writing utensil! Please see each course syllabus for a comprehensive list of required materials for each class.

**D. Online Platforms**

All classes use Infinite Campus to record grades and Schoology to post student’s assignments, and parents can access these platforms with their own accounts. Teachers are expected to monitor Chromebook use during class using Classwize, hall passes using SmartPass, and reward positive behavior using PBIS. Students can use Clever to manage passwords and log-in information to all platforms. Additionally, students will use the following online resources in their classes:

|  |  |  |  |
| --- | --- | --- | --- |
| **English/Language Arts**  **(Domowicz/Rugh-Grove)** | **Mathematics**  **(Ferrare)** | **Science**  **(Bryan/Nesbella)** | **Social Studies**  **(Leonard/Nesbella)** |
| HMH Ed | I-ready | OpenEdSci | History McGraw Hill |
| Writable |  |  |  |
| NWEA Map Test |  |  |  |

**VI. Academics & Grading**

**A. Grading Policies & Gradebook Categories**

Please see each course syllabus for specific grading policies and gradebook categories.

**B. Academic Integrity**

Students are expected to turn in assignments that honestly reflect their own thinking and work. **Assignments that appear to have been plagiarized in any way (copied from any source, generated by AI, in someone else’s handwriting, etc.) will be assigned zeros and cannot be re-submitted** Assignments flagged for academic dishonesty will be marked as cheated (CH) in Infinite and referred to the office. Repeated incidents may result in additional consequences, up to and including course failure.

**C. Retest Policy**

Students can request the opportunity to re-take a failed test. Please see the student handbook for specific details regarding the district approved re-test policy.

**VII. FirstWatch/Second Step**

During FirstWatch (8:45 to 9:03), students will participate in regular lessons from the SecondStep Social/Emotional Curriculum. Units include: bullying prevention, mindset & goals, developing a positive sense of self, thoughts/emotions/decisions, and managing relationships/social conflicts.

**VIII. Behavior: Electronic Devices, Incentives, Interventions, & Expectations**

**A. Electronic Devices**

**Per the student handbook, all personal electronic devices must be turned off and put away during instructional time.** Electronic devices include but are not limited to: cell phones, ear buds/headphones, smart watches, tablets, iPads, AirPods, iPods, Gameboys, etc. Students who are using these devices during class time will receive two verbal reminders. If they continue to use a device after their second warning, they will be referred to the office.

**B. Behavior Incentives**

Each quarter, teachers will design a behavior incentive for students, including a specific targeted behavior goal, success criteria, and an incentive for meeting the goal. Details will be announced in weekly bulletins before the incentive begins.

**C. Behavior Interventions & Teacher Detention**

Students will be given multiple opportunities and interventions (including, but not limited to: reminder/warning, one-on-one conversation, seat change, break card, etc.) designed to help them meet behavior expectations before receiving a consequence (teacher detention, office referral, etc.).

We will do our best to contact home before a behavior problem escalates to a teacher detention or office referral, however we cannot guarantee that in every instance. Please contact an individual teacher if you have questions about any behavior consequence.

Students who earn teacher detentions will receive a detention slip the day they earn the detention and be expected to serve their detentions the next day during first block. Students will receive a pass with directions during homeroom the next day, and meet with a teacher to discuss the behaviors that led to the detention. In the event of an absence, the detention will be scheduled for the next day the student is present. If students choose not to serve their teacher detention, it will be referred to the office for further consequence.

**D. Behavior Expectations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectations:** | **Entering the Classroom** | **Teacher Led Instruction/ Independent Work** | **Small Group Work** | **Leaving Class** |
| **Be**  **Responsible** | * Arrive before the bell * Be seated immediately upon entering the classroom * Start Do Now/Bell Ringer/ Journal * Electronic devices off and put away. * Follow teacher routines and procedures | * Listen to, read, and follow all instructions * Ask for help when needed * Complete all work * Use materials/ technology appropriately * Monitor grades on Infinite Campus, and finish/turn in any missing or late assignments | * Listen to, read, and follow all instructions * Ask for help when needed * Do your fair share * Complete all work * Use materials/ technology appropriately | * Submit finished work * Clean up your area * Wait to be dismissed by teacher * Take all your belongings |
| **Be Respectful** | * Walk * Use courteous language, such as “please,” “thank, you,” and “excuse me” * Give others personal space * Hands to yourself | * Listen when others speak * Use courteous language, such as “please,” “thank you,” and “excuse me” * Participate positively * Use voice level 0 or 1 | * Listen when others speak * Use courteous language, such as “please,” “thank you,” and “excuse me” * Participate positively * Use voice level 2 | * Walk * Use courteous language, such as “please,” thank you,” and “excuse me” * Give others personal space * Hands to yourself |
| **Be Ready** | * Bring materials to class: writing utensil, charged Chromebook, and binder * Be alert and aware of your surroundings | * Bring materials to class: writing utensil, charged Chromebook, and binder * Be alert and aware of your surroundings | * Bring materials to class: writing utensil, charged Chromebook, and binder * Be alert and aware of your surroundings | * Be alert and aware of your surroundings |