

MS. EMORY'S CLASSROOM PROCEDURES

During the school year, there are several key procedures that will be followed on a regular basis in our classroom. It is very important that both you and your child become familiar with these procedures. Please read aloud and discuss the following procedures with your child. Then, sign, cut and return the accountability slip on the last page, signifying that you have read and fully understand what is expected of your child.

* AGENDAS

Every student is required to have a school agenda. We will use the agendas to record homework assignments, important messages, parent/teacher communication, and any misbehavior that occurs at school. I will record conduct marks daily in your child's agenda book (S, S-, N, U). If there are misbehaviors I will write down exactly what the student did along with their conduct marks. Parents are required to initial the agenda every night.

* BINDERS

Please help keep your child's binder organized. The students will have 2 binders, classwork and take home. The classwork binder will stay at school at all times. The binder that goes home daily will have their agenda book, homework folder, important papers, newsletters and etc. The take home binder needs to be brought back every day. They are responsible for maintaining them.

* HOMEWORK

RESPONSIBILITY IS VERY IMPORTANT IN THIRD GRADE. Failure to turn in homework will result in loss of recess and loss of conduct points by pulling a clip. If students do not turn in 100% of their homework, they will have to complete it during recess. Students will also be out of the homework club for that month. Students who complete all homework each month will get a special reward at the end of each month for our homework club celebration. Homework will be given at least three nights a week.

* NEWSLETTER

At the beginning of each week, your child will receive a newsletter. Included on this sheet will be homework assignments for the entire week, spelling words, and other important information about school events. It will be placed in a sheet protector that is at the front of your child's binder. This sheet should remain in your child's binder at all times.

* GRADED PAPERS

Papers will go home every Wednesday. The papers will be located in your child's graded paper folder. Keep the papers. Please use these papers to work with your child at home. Always sign the graded papers sheet in the folder. The papers are sent home from the previous week. The signed graded papers folder is to be returned to school by Friday. Any folders not signed will be sent back home for an appropriate signature. Failure to get your papers signed will result in points deducted from your child's conduct grade (a clip will be pulled down) and recess loss if it occurs on a regular basis.

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* TESTS

SPELLING – weekly tests will be given on Fridays. READING- comprehension tests will be given upon completion of story. SCIENCE and SOCIAL STUDIES-Review sheets will be given out during each unit. Students should use these sheets as a guide to study by at home. Tests will be given at the end of each unit. MATH and ENGLISH-tests will also be given at the completion of a unit.

* PROGRESS REPORTS

Progress reports will be distributed toward the middle of each quarter. Each progress report will show your child's current average as of that date. All progress reports require a parent's signature and will need to be returned to school in a timely manner. Again, it is your child's responsibility to see that his or her progress report is signed and returned to school on time.

* SNACKS

Each day, we will have snack in our classroom. Please send a snack with your child everyday. Students will be allowed to keep water at their desks as long as it does not become a distraction or problem. Snack cart will run on Fridays.

*GRADING

I weigh all grades equally.

A: 100-93 B: 92-85 C: 84-75 D: 74-70 F: 69-0

*INCOMPLETE WORK

Students will be given ample time to finish class work. Students that do not finish assignments will have to complete them during recess or for homework. There will be times when incomplete assignments will be graded "as is."

Both my child and I have read and discussed the classroom procedures and management plan for this school year. We both understand what is expected, agree to abide by all classroom rules, and understand the system for receiving conduct grades.

Parent's Signature _____

Student's Signature _____