

Procedures



1. Agendas-

Each day your child will fill out and check their agenda in their agenda books. This not only lets you know what we did in class that day and what they have for homework, but also gives us a chance to communicate with each other. In addition, your child's daily behavior will be marked each day to show how your child is doing in the classroom. A stamp indicates a great day, while any written comments should be read and discussed with your child. Please look the agenda over and sign the bottom each day. It should come back to school each morning with your child.



2. Classwork-

Your child will have various assignments each day to complete. The completed work needs to be turned in when it is finished. If your child does not finish an assignment, then it will be noted in the agenda book **to be finished for homework that evening**. The assignment should be done at home and **brought into school the following morning**.



3. Homework-

There will be homework assignments given daily. There will be math homework typically Monday-Thursday evenings, as well as other assignments as they align with what is being taught at the time. All homework assignments will be written down in the agenda books. The homework should be finished the night it is given and returned the next morning or when indicated on the assignments.

There will be times when a home project is assigned. There will be separate directions given at that time as well as the date it is to be turned into the classroom.



4. Missing Work-

If your child is missing any assignments during the week, they will be asked to do a Working Lunch. This will take place during lunch/recess time. If your child finishes the assignment early, they will be able to join the class again. It is my goal that the **students take responsibility for completing their work rather than accepting zeros or incompletes for their grades**.



5. Friday Folders-

Friday Folders will include your child's corrected work from the week and a list of any missing assignments. The stapled paper includes a place for your signature and your child's citizenship grade for the week. **Sign the folder and return it to school each Monday**.



6. Tests-

Students will have tests in various subject areas throughout the year. A study guide will be provided prior to the test with the concepts they will need to know. Please help your child be successful on test by studying with them as much as possible.

7. Snack Procedure

Having a mid-morning snack provides the children with an opportunity to re-energize their minds and bodies. The following are a small list of the procedures for our snack breaks.



- There will be a snack time scheduled each morning for 10-15 minutes.
- Your child should remember to bring the snack into the room with them at the beginning of each day.
- Please try to send a healthy snack choice for your child (i.e. fruits, veggies, yogurt, crackers, etc.).
- Please make sure that you send any utensils they will need for their snack (i.e. a spoon for yogurt).

8. Birthday Treat Procedure

Each child's birthday is a special day for them. If you want to have the class celebrate your child's birthday, then you may send in a treat to share. We will sing "Happy Birthday" and then pass out the treat. There are just a few guidelines to remember for the birthday treats.



- Please send in enough treats for each child to have one.
- The school policy states that birthday treats should be pre-wrapped.
- Please also send in any paper products that may be necessary to eat the treat.
- **We have students with a peanut allergy and should be taken into consideration when choosing a treat.**