

Classroom Policies & Procedures



As a general rule, we will follow the guidelines set forth in your child's agenda. Please take some time to sit down and read through your child's agenda. They will be bringing it home daily from the first day of school. There are some additional notes that I would like to address. And as always, feel free to contact me by sending a note or by e-mail.

My email address is: HaleyD@rcschools.net

1. **Attendance:** Please have your child at school on time each morning. The building opens at 7:15. The bell rings at 7:35. Our day begins promptly at 7:45. Being on time and ready to learn is very important. If at all possible, please schedule appointments after school or during elective time (12:50-1:35.)
2. **Make-up Work:** If your child is absent from school he/she will be allowed to make up any work necessary when they return. An Absent Folder with a Missed work sheet will be available along with worksheets, books, and any other materials at the end of the day. The missed work will be written down there. They should ask me or a friend to clarify directions or see what other books are needed. Missed work should be returned within a reasonable time.
3. **Classroom Volunteers:** I am very grateful for any help in the classroom. However, I do need anyone that is interested in volunteering to fill out the volunteer sign-up sheet and return it to me. I will then arrange a schedule for assistance to be spread out, so everyone doesn't show up on the same day. This will insure that classroom interruptions are kept to a minimum and that I have something prepared for a volunteer when they have taken the time to come to school and help. We have a workroom on the second floor where you will work during school hours. Volunteer training will be offered!

4. **Parties:** We are limited to a Fall Party, Winter Party, and an End-of-Year Party. Our students will be divided into party committees to plan and organize the party. Parents of those students will be responsible for sending in the necessary supplies. The Parties will be discussed and approved by the teacher.

5. **Conferences:** We do have a scheduled conference day, October 16th. If you are interested in discussing your child's progress or any concerns any earlier or anytime, please contact me in writing or by e-mail. Keeping each other informed of home or school situations is very important. Working together for the good of your child is our most important objective.

6. **Home-School Communications:**

Take Home Folders: These go home every Wednesday, you should go over the work with your child, ask them any questions and then sign the back paper stating you have seen the work, not approved or agree with the work. A daily take home folder will come home; there is a side that needs to be kept in the folder, and a side you may 'take out' the papers.

Agendas: The agendas are a very important tool for the students. I will go over any homework assignments, special events, tests, etc., making sure the students have noted these in their agenda. I will also use the agenda to relay small bits of information to you, such as tardy notes, or time out sheets, etc. I will initial the agenda every day. It is your child's responsibility to show you the agenda at night. You will help make sure homework is completed, and then initial at the bottom of the page.

7. **Grading:** Our grading scale is as follows:

93-100 - A

85-92 - B

75-84 - C

70-74 - D

Below 70 - F

I try to give at least one grade per subject/per week. Mid nine-week progress reports will be sent home to keep you posted of student averages. When there are specific concerns, I will notify you immediately.

Mrs. Haley's Class Schedule:

7:35 - Welcome

7:45-8:00 - Announcements

8:00-9:00 - Math (Whole Group and Small Group)

9:00-9:40 - Rotation 1 (Science, Social Studies, Math Lab)

9:45 -11:00 - ELA (English, Writing, Reading Whole/Small)

10:00-10:30 - Wednesday (Guidance or Library)

11:05-11:35 - Lunch

11:40-11:55 - ELA Continued

12:00-12:40 - Rotation 2 (Science, Social Studies, Math Lab)

12:50-1:35 - Special Area (A-Music; B-Art; C-PE)

1:40-2:10 - Recess

2:15-2:40 - Snack, Handwriting, Pack Up, Clean up, Read A-Loud

2:40 - Dismiss - YMCA, Car Riders

Related Arts:

A- Music - Mrs. Wilson

B - Art - Mrs. Baughman

C - Gym - Miss J. Burns

Guidance and Library every other week.

Homework Policy



Homework is a valuable tool in helping students retain the most of their experience during the school day. Homework is an extension of classroom work. I try to prevent homework from coming home or be in excess on Wednesdays or Fridays. Assignments should take no longer than 30 minutes to complete. This does not include studying for tests, long term projects, late assignments, and reading. I require at home reading every night, preferably 30 minutes minimum.

Students are responsible for all homework assignments. It is great for you to look over their work and offer assistance, but let them be the sole owners of their

work. Homework should be neat and always done with the child's best effort. All homework should be completely finished by class the following morning.

Parents are the key to making homework a positive experience for their children. Therefore, I ask that you make homework a priority at home, provide necessary supplies, and a quiet homework spot. Please set aside a time every day when homework should be done and encourage your child with praise and support. Parents should look over assignments and check for completeness. All assignments will be recorded by the student in their school agenda and parents will initial the agenda each night.

Incomplete work will not be accepted. It will be returned to the child for completion.

Classroom Discipline Plan



Success in our class depends in part on self-discipline. I expect students to be responsible for their selves and take responsibility for their actions. The discipline policy below outlines our classroom rules, possible rewards for appropriate behavior and consequences for inappropriate behaviors.

Classroom Rules:

1. **Have Respect! Respect School, Teacher and yourself.**
2. **Always do Your Best! Pay Attention.**
3. **Participate with Joy! Listen and follow directions the first time.**
4. **Put things in Proper Place! Take care of school supplies.**

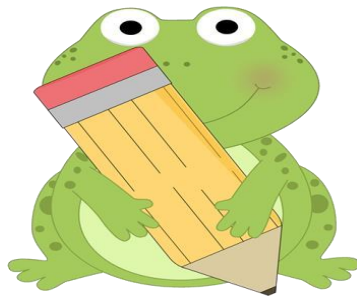
5. **You are Responsible for You!** Allow others to work and play without disturbances or interruptions. Move from place to place in a quiet way.

Our class will discuss the specifics of each rule and I will be very clear about my expectations of student behavior. I feel that immediate consequences and rewards are most effective. If a rule is broken, students will be given a verbal warning. If a second rule is broken, then the student will have to sign/and fill out the discipline log along with a time out form. The time out form will be sent home for a signature. Inappropriate behavior will result in time out of recess or free time activities. Other consequences will include removal from special class activities, possible increase in homework due to lost instructional time or work time.

Positive reinforcement of appropriate behavior will be given. Positive notes, stickers, and trips to the candy jar will also be given out.

Thank you for discussing the importance of great behavior and the importance of respect for our school rules. We are going to have a great year and I know that behavior will not be a problem with these excellent students!

Notes and Reminders:



- **Leaving Early/Absence:** If for any reason your child will be leaving school early, when possible, please send a note in the agenda ahead of time, or send an email. This will give me time to get materials ready and go over any work they will miss. We do need a note from you or a doctor's note for any absence. You can send an email to MansfieldJ@rcschools.net and me, at haleyd@rcschools.net for absence notes.

- **Bringing Items to School:** We really need to stay focused on learning while at school. Therefore, I ask that no toys, games, electronics, trading cards, etc... be brought to school. From time to time I may ask students to bring in items for a specific unit or for special reward activities. I will send an email or write a note in the agenda if things are needed. Anytime personal belongings are brought to school, I recommend that the child's name be placed on the item.
- **MONEY:** When sending in money for any reason, PLEASE place the correct amount of money in an envelope with your child's name and purpose for the money written on the outside. Please turn money in by the requested date.
- **Medicines:** All medicines must be administered by the nurse and forms from the office must be completed. Please do not send your child to the classroom with any medications.
- **News Letter:** I will need email addresses for each parent that would like to receive the Class News Letter. We want to be good stewards so I would like to go paperless as much as possible. **Let me know if you do not receive an email by next Monday, August 20.
- **Additional Classroom supplies:** The following is a list of additional supplies that we would love to have donated to our classroom. You may send these items to school anytime throughout the year. :o)
 - Candy for Candy Jar (Smarties/Dumdums)
 - Duck Tape (not silver)

Tennis Balls for desk legs