

# Classroom Procedures to Know

## *Behavior System:*

- ✧ Students' behavior is tracked by using the color chart similar to the one used in first grade.
  - ✧ Green = Good
  - ✧ Yellow = Warning
  - ✧ Red = Sit out at morning recess
  - ✧ Purple = Above and beyond excellent action
- ✧ Your child's daily report of the color that he/she was on for the day will be recorded each afternoon in the agenda
- ✧ Agendas must be reviewed and signed by a parent/guardian each night so that the teacher knows that you are aware of behavior and homework assignments

## Homework:

- ✧ Children will have the following homework assignments each week:
  - ✧ Spelling =
    - ✧ ConnectEd Online Activity - Students complete 1 online assignment each week by Friday
    - ✧ Spelling Activity Choice - Students use their spelling list for the week to complete 1 activity by Friday
    - ✧ Mid-Week Worksheet - Students will receive 1 spelling worksheet on Wednesdays, to be completed and turned in on Thursday
  - ✧ Math = 1 homework worksheet will be sent home Monday through Thursday with the exception of test days. There will be no homework given on the weekend
  - ✧ Reading Log = Monthly reading logs will be used each month to record your child's nightly reading. Students are required to read 15 minutes each night. Reading logs are due on the last school day of each month.
  - ✧ Otter Creek = Students will need to practice Otter Creek Math each night for no more than 5 minutes (See Otter Creek page for more information)

## Gradelink:

- ✧ I will be updating grades regularly. Please make sure to check your child's grades on a regular basis so that you know what kind of progress he/she is making
- ✧ Find the link to Gradelink on our school's website under the PARENTS tab
- ✧ If you need your log in information for Gradelink, please contact the office

# Classroom Procedures to Know (Continued)

## Late Work

- ✧ If math homework is not turned in on time, students will be sent to the sit out room during morning recess to complete the work. They will be released to recess as soon as the work is completed.
- ✧ If students do not turn in their spelling homework by Friday, they will be sent to the sit out room during morning recess.

## Tardies

- ✧ In correlation with the school's policy, students will be counted tardy if they arrive after the 8:00 a.m. school bell. Students who accumulate 10 tardies will begin sitting out of morning recess for every late arrival after the tenth tardy until the end of the trimester.

## Absences

- ✧ Each time that a student is absent, he/she MUST return to school with a written excuse note from the parents. (Emails will also be accepted). Students who return to school after an absence without an excuse note:
  - ✧ Day 1 = verbal reminder from teacher and email to parent
  - ✧ Day 2 = student will be sent to office to call home
  - ✧ Day 3 = student will not be admitted to class until parent brings in excuse note or email
- ✧ Students will have the same number of days that they were absent to complete their missing work. (EX. Student was absent for 1 day, work is due 1 day later, 2 days = 2 days later, etc.)
- ✧ If you know that your child will be absent, I will be happy to put together his/her work ahead of time with at least 1 week notice.