**Classroom Policies and Procedures:**

*TEAM 62: Mrs. Brown and Mrs.Reeser*

2018-2019

**Absences:**

* If your child is absent, it is your child’s responsibility to check the agenda board once her/she returns to school.
* He/she is also responsible for collecting the assignments they missed from their teachers.
* Students will have the number of days he/she was absent to make up any missed work.
* Attendance is crucial to a child’s success in school. Please know that all teachers are required to call home once a child has reached 5 absences.

**Agenda/Planner:**

* Students are responsible for completing their agenda in each class.
* The agenda will be posted in both classes on the board for students to be able to reference.
* If homework completion is becoming a problem then we will meet with those students and their parents individually to make a plan where checking the agenda and signing it will be required.

**Bathroom Policy:**

* It is best to use the restroom, before school, at LAF, during Lunch, or Enrichment. However, if a student needs to use the restroom during class, it will need to be during small group or independent work time, NOT during direct instruction.
* If a student needs to use the restroom during class, they will be able to use one of their three weekly bathroom passes.

**Emergency Procedures:**

* During an emergency drill there is to be absolutely no talking. Drills will be practiced throughout the year.

**Lockers:**

* Lockers are small. Students should only have school items, needed clothing, and band instruments in them.
* Some band instruments do not fit in their locker, so they will take them to the band room in the morning before entering their homeroom for the day.
* ***Please…*** do not bring in any valuable items, and reinforce to your child the importance of not sharing their locker combination.

**Pencils:**

* It is our hope and goal that students are able to always have a sharpened pencil available at all times. In both of our classrooms we will have sharpened pencils readily available.
* Pencils will be distributed to students throughout the year as needed.
* If a student borrows a pencil for class, they must return it before they leave.

**Phones:**

* Phones have to be left in their locker and turned off.
* Students may use the phone in the office for emergencies.
* Please arrange sleepovers, rides, plans on early release Wednesday etc. ahead of time. Calls of this nature will not be deemed an “emergency.”

**Quiet Signal:**

* When the quiet signal is given the students are asked to stop, raise a hand, look, and listen.

**Remind App:**

* This year we will be using the “Remind” app to communicate with both parents and students. This app will allow you to receive important messages or reminders. It will also allow you to communicate back if needed. We had great success using this app last year.
* For more information on this app, please visit: <https://www.remind.com/> and click on the video or read more about it.

**Take Home Folder:**

* The Take Home Folder goes home daily. One side says, “KEEP at HOME”. The other side says, “RETURN to SCHOOL.”
* Please check in with your child for important papers and graded assignments coming home. It is most helpful to empty out the folder daily.

**Tests:**

* Your child will always be notified of a test 1 week ahead of time.
* Your child will receive a “Test Alert” and or study guide to help your child to prepare for any upcoming tests. These documents will contain the information that should be studied.

**HOMEWORK Policies and Procedures:**

If your child is struggling with any homework, please do not make him/her work on it so long that an argument ensues and your child begins to develop a negative attitude about homework. If you are observing some difficulty or confusion, please let us know immediately via email or a note on the homework sheet itself. In this event, we will be able to make an appropriate plan to spend some time with your child reviewing the material on the following day. *Please note, there may be times where your child finishes, his/her homework in class. If you are wondering about this, please contact the subject area teacher.*

**Math:** Students will have math homework on an almost daily basis. Homework should be kept throughout each unit since it can be used as a study tool.

* Our math program has “A.C.E. homework” which will typically be coming home Monday-Thursday. These A.C.E. homework assignments are reinforcement for that day’s math lesson and are due the following day. Some skills are obviously more difficult than others, so the at-home-time for completing these will vary. It is expected that your child will complete the math A.C.E. homework assignments each night it is given, and then review his/her work with you. When the homework comes back to school the next day, unless there is a note written on it addressing some conflict with getting it completed, I will expect that it was done correctly and has already been checked over.
* You will also receive a Family Letter at the start of each new math unit. The family letter will describe the upcoming unit. *Please check our classroom website for math homework help and resources.*

**ELA:** There will not be many homework assignments in ELA. Most work will be done in class. The only required and routine homework they will have is to read at least 20 minutes at home.

* Students will be required to read 20 minutes at least 5 out of the 7 days in a week. Your child may choose to read as it fits their schedule.
* The Literacy Log, found in the back of your child’s Take Home Folder, should be signed each day by a parent after the task is completed.
* Please get in the habit of doing this every night. Making reading a part of your nightly routine will help your child become a lifelong reader.