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.

## \* Conduct

Every student will have a calendar in his or her binder. I will use this to record conduct marks (S, S-, N, U) daily, please sign your initials daily as well. If there are misbehaviors I will write down exactly what the student did along with their conduct marks.

## \* Graded Papers

Papers will go home every Wednesday. The papers will be located in your child’s graded paper folder. I will staple graded papers together. **Keep the papers.** Please use these papers to work with your child at home. Always sign the graded papers sheet in the folder. **Please only sign on the highlighted line**. 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.

## \* Homework

RESPONSIBILITY IS VERY IMPORTANT IN THIRD GRADE. Students are responsible for writing down all homework assignments in their agenda. 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, daily, they will be removed out of the homework club for that month. If they come to school without their HW again, that same month they will have a conduct change for the day that HW is not completed. 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 four nights a week.

## \* Newsletter

At the beginning of each week, your child will receive a newsletter on colored Xerox paper for easy identification. Included on this sheet will be homework assignments for the entire week, spelling words, and other important information about school events and happenings. 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.

## \* 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.

## \* Tests

Spelling tests will be given on Thursdays or Fridays. Reading tests will be given at the end of each unit. Math tests will be given at the end of the chapter. Weekly multiplication quizzes. Grammar tests will be given on Thursdays.

## \* Snacks

Each day, we will have snack in our classroom. Please send a snack with your child everyday. Please do NOT send extra snacks for our classroom. Allergies prevent us from sharing. 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

\*Binders

I believe that a very important aspect of being successful is being organized. Please help keep your child’s binder organized. Students will have a D.O.T. binder that will go home and return to school each day. This binder will have their conduct calendar, homework folder, important papers, newsletters and etc. This binder needs to be brought back everyday. I will be speaking to the kids about how I want them to keep their binders. They are responsible for maintaining them.

\*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.”

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\*\*\*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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_