

# what to **KNOW**

## **Bathroom**

Try to use the restroom before school, during recess and lunch time. If you really need to go, just ask! Sign out on the white board and don't dawdle. We are busy working and we need you here. You are part of our team.

## **Sharpening pencils**

It is a good idea to have at least 2 pencils you can use. Make sure you have two sharpened pencil in your desk in the morning. You can only get pencils in the morning or other designated times and there are only two people who are allowed to sharpen pencils – the teacher and the student in charge of the counter. Return dull pencils to the cup to be sharpened at the end of the day.

## **Beginning of the Day**

Come in quietly, put away your backpack, etc. and check in for lunch. Put all parent notes, book orders, permission slips, etc. the appropriate mailboxes. Grab 2 sharpened pencils, get drinks, and use the restroom before 9:15 a.m. Check the board for the morning directions. Be seated by 9:15 a.m. and be working quietly on morning work.

## **End of the Day**

You should wait for my signal before you begin packing up. Pick up any trash, pencils, and books that may have fallen on the floor in your area. Your desk top should be completely cleared of all books and papers. When your group has straightened your desks and put your chairs up, I will dismiss you to get backpacks, do your classroom job, and line up. You must do this quietly. You do not leave the classroom until I open the door and give you the cue.

## **Classroom Money**

Twice a year students will participate in a 4th Grade Market Place activity. We will have a class economy system that allows students to earn Money to spend at the Market place. They can earn money by doing their class job and doing their homework. Students will have to pay fines for class infractions listed on the fine list.

## **Absent Students**

If a student is absent, it is their responsibility to make up the work they have missed. I will give them a "Ketchup" folder with the missing work. For every day they are absent, they have the same amount of days to make up the work. I will be in communication with the student and parent to insure complete understand of what was missed.

## **BIRTHDAY CELEBRATIONS**

Birthdays should be celebrated! Unfortunately, due to increasing allergy risks and health regulations, the school has chosen not to allow treats for student birthdays. Instead, for our birthday celebration, students are asked to bring in up to 5 items to put in the birthday box that represents them and to share with the class! We will also get a chance to sing "Happy Birthday" and celebrate his/her special day! Students are welcome to celebrate half birthdays to accommodate for summer birthdays! Birthday list will be sent home the first week of school to see what week we will celebrate your birthday week!

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## **HOMEWORK POLICY**

Each day we will fill out planners as a class to cover what homework is assigned for the night, what is expected of them the following day, and reminders. Students should leave school knowing what is due the following day, making sure they have all supplies needed for the night. If students are unsure, they must see me with questions for clarification. You will have math homework 3-4 days a week. Other than math homework I expect you to read independently for a minimum of 30 minutes a night.

## **LATE WORK**

All work should be turned in on time, with the proper heading including First name, date and number on the page. Any missing work will be included in the Friday envelope and is expected to be turned in that following Monday.

## **1:1 iPADS**

Each student will have their "own" ipad that they will be used throughout the year. Having a class set of iPads is a HUGE privilege but comes with great responsibility. Each student will sign a contract that they will treat the iPad with respect, follow all directions and take care of their ipad. If any of the rules should be broken; iPad usage will be taken away. Each morning students will carefully unplug their iPad, fill out their morning survey, use as directed throughout the school day and be responsible for plugging in their own iPad at the end of the day.

Ms. Duty has gone over the classroom procedures with me.

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**Student Signature**

My child has shared the classroom procedures with me.

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**Parent/Guardian Signature.**

\*\*\* This form will be returned home after it is copied and checked off by Mrs. Guyer