Ms. Cathy’s and Ms. Hess’s Policies and Procedures: 2016-2017

**Catwalk:**

* Hang up backpacks on the hooks provided outside the classroom.
* Place your lunch inside your locker.
* **Do not** place any stickers in or on your locker.

**Entering the Room:**

* You are to come prepared for class and ready to work. You enter with your journal and pencil ready to work.
* You will enter quietly and calmly and either complete an Istation lesson or morning bell work assigned.

**Eating** **and Drinking in Class:**

* We are a low sugar school so please plan accordingly.
* Water is permitted in the classroom and will be stored on the water shelf.
* Snack is at 9:50-10:05 on a daily basis – lunch is late this year so please pack an adequate snack.

**Guests in the Classroom:**

* Please respect all guests in our room.
* Treat them as you would want to be treated.

**Sharpening your Pencil:**

* Sharpen you pencil at the start of the day.
* The electric sharpener is off limits and may only be used by a teacher.
* If a pencil tip breaks use the hand held sharpeners provided.

**Tablet/Laptop/Computer Use:**

* Tablet and internet activity is for classroom work ONLY!
* You are not permitted to access any unauthorized websites.
* Students will have access to tablets, computers, iPads and their own device brought to school **(once a waiver is signed).**

**Grades:**

* Grades will be weighted as follows:
	+ Quizzes 15%
	+ Tests 35%
	+ Classwork 40%
	+ Homework 10%
* 100%-90% - A
* 89%-80% - B
* 79%-70% - C
* 69%-60% - D
* 59% and below – F

**Attendance:**

* Attendance is an important part of a student’s success at TVM.
* School starts promptly at 8:00am and you will be marked tardy if you are not in class at this time
* More than 15 tardies and/or absences leads to the possibility of retention and loss of end of the year rewards.

**Leaving Class:**

* We are all responsible for our classroom environment. Prior to leaving each day, students will be responsible for their classroom chore and making sure the classroom is respectable and clean.
* Organization is extremely important and we will spend time at the end of each day making sure their work is organized and their locker is clean.
* We will put our work in our locker and prepare to go home.
* We will not leave until we ask politely to be excused and the teacher has visual contact with a parent.
* Parents will meet you outside the classroom door so they are not disrupting the class.

**Office Hours:**

* Office hours are by invite only.
* Office hours will be on Wednesdays 5th grade Ms. Hess, 4th grade Ms. Cathy., Thursdays with Ms. Kristy.
* It is our goal not to send work home this year. If assignments are not being completed in a timely manner in class, students will have to complete work at home but the highest mark they will be able to receive is a 75%.
* Students are required to work in office hours; it is not a time to socialize.
* Students that are not able to meet office hour expectations will lose the opportunity.

**Homework:**

* Reading for 20 minutes 6 days a week is required of every 4th and 5th grader. A reading log will be turned in every Friday.
* Study Island assignments will be given on Friday and they have until the following Saturday to complete the assignments (8 days). There will always be a math, language/reading and science lessons for Study Island.
* Spelling/Vocabulary quizzes will be given every Friday, so words will need to be studied throughout the week.

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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