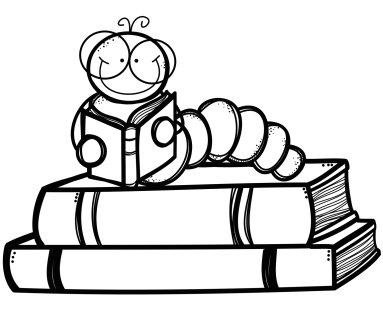
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Mrs. Anagnos’ 3rd grade

Class Procedures & Expectations

**Daily Schedule**:

9:00-9:20 Moring Meeting

9:20-9:40 Math Journal

9:40-10:15 Math

10:15-10:30 Recess

10:30-10:45 Snack

10:45-11:00 Math Practice

11:00-12:00 ELA

12:00-12:35 Daily 5 (Tues: Art)

12:35-1:15 Lunch/Recess

1:15-1:55 Specials (Mon: Science, Tues: Art, Wed.: Music, Thurs.: Library, Fri.: PE

1:55-2:10 Recess

2:10-2:30 Word Study

2:30-3:00 Science/Social Studies

3:00-3:15 Clean-Up

**Behavior:**

In my class I like to use as much positive reinforcement as possible because it usually produces the best results. I regularly give out Eagle tickets for the school wide weekly raffle. I also award the whole class marbles when they are all on task and following directions. Once the students earn 20 marbles, they get to have a class celebration. In addition, I use an online program called class dojo for positive behavior reinforcement for each individual student. With this program the students can earn positive and needs work points based on their behavior. I generally try to only recognize the positive behaviors in class but occasionally, a needs work point may be given if several warnings have been given for a particular behavior. The students can use the points they earn to buy prizes in the Dojo store on Fridays. At the end of each trimester, I print out each student’s class dojo behavior report to see their overall percentage of positive and negative points. Their percentage helps determine their work skills/interpersonal skills grade for each trimester.

**Homework**:

Your child will have reading homework nightly along with either spelling or math homework. All homework will be sent home as a packet on Monday and should be returned to school completed on Friday. Inside your child’s folder will also be a homework sheet that will list each night’s homework. It will also have important reminders listed at the bottom. I will check this packet each week for completeness and send it back home in your child’s Friday Folder the following Friday. If you see an assignment circled on the front cover sheet that means it was not completed.

**Class work:**

Each student is responsible for completing assignments that are intended to be finished during class time. If your child is absent, the work that they missed may be sent home with their homework. Your child should complete the work the night it is sent home, but I understand that things do come up so I will give them a maximum of one week to complete the work. All graded class work will be sent home in your child’s Friday folder.

**Absences:**

Attendance is very important to your student’s academic and social development. Please be aware that excessive absences affect a child’s academic performance and can hinder their progress immensely. When students are absent, it is their responsibility to complete any missed assignments so that their grade will not be impacted. In some circumstances your child may be excused from some of the work they missed depending on the situation. Please send a note or phone the office every time your child misses school or your child will begin to accumulate unexcused absences.

**Friday Folders:**

Friday folders will be sent home every Friday with all your child’s graded work as well as with any flyers or important notices from the school. Please remove and read through everything in this folder and return the empty folder to school on Monday.

**Snack:**

We will have snack each day after morning recess. Please send your child to school with a healthy snack to eat during this time even if they are getting hot lunch. When your child is hungry it is much harder for them to focus and get their work done.

**Grading:**

All students will be graded using the following scales

**Core subjects**

**4 Standard Exceeded**

**3 Standard Met**

**2 Standard Nearly Met**

**1 Standard not Met**

**X Standard not assessed at this time**

**Specials/work Skills/ Interpersonal Skills**

**C Consistently**

**O Often**

**S Sometimes**

**R Rarely**

\*If something comes home with a sticker, star, or smiley face that means that that assignment was checked but not graded. Some things that we do in class are just for practice and don’t get counted towards your child’s academic report card grade.

**Volunteers:**

Volunteers are always welcome in my class. We will hopefully go on several field trips in the spring and will need volunteers to make these trips happen. If you are interested in volunteering, you will need to complete the required documentation with the district first. After you have been cleared, I will have an online signup for you to sign up on. In general, I need volunteers on Thursdays and Fridays to help with Friday folders and homework folders..

**Conferences:**

Conferences will be held the week of October 25th-29th. I will be using an online sign up for this. You can access the sign up on my classroom website under the parents tab or by scanning the QR code below. I will also put the ink in my newsletter.



**Communication:**

The best and easiest way to reach me is by e-mail or class dojo messenger. I always try to respond to your e-mails/messages the same day they are sent, unless it is after hours. You can also call the office and leave a message and I will return your call as soon as possible. Sending a note in your child’s homework folder is a great way to communicate messages with me as well. I have created a classroom website so that you can stay up to date with what is happening in our classroom.

* My e-mail is vanagnos@ttusd.org
* The school phone number is 582-3720 ext. 27029
* Our classroom website is: [www.mrsanagnos.weebly.com](http://www.mrsanagnos.weebly.com)

School Procedures

**Minimum Days:**

Once a month on Wednesdays students will be released from school at 12:50. This time allows for ongoing professional development for the teachers.

**Hot Lunch Procedures:**

If your child is having hot lunch they simply need to raise their hand when I take lunch count. Lunch is free for all students once again this year. The lunch menu can be found online.

**Independent Study:**

If your child will miss 3 or more days of school an independent study should be requested through the office two weeks in advance. Please try to limit the number of planned absences your child will have during the school year as many things we do in the classroom cannot be replicated in an independent study so even with an independent study your child is still missing out on valuable learning activities.