

# Welcome To 3 / 4 Multiage Class



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Hello! My name is Sarah Benjamin. I am thrilled to be one of your child's teachers this year. I bring over 11 years of educational experience to my classroom with a diverse population of learners. I believe in a fun, hands-on, learning environment where children are encouraged to explore, investigate, and enjoy learning. Cooperative learning and social skills are important components of our room.



Welcome! I am Deborah Brown. I am very excited to have your child this year. With more than 13 years of classroom experience, I look forward to challenging your child to new heights and providing a nurturing environment to do it in. I am also looking forward to creating new partnerships with you.

Here are some of the policies and procedures that will be in place in our classrooms this year.

### Homework:

- Students will have an assignment agenda that will be sent home daily beginning week 2. Inside will be your child's daily assignments and a homework log. Any notes regarding behavior or classroom issues will be noted in the agenda.
- Students are responsible to keep a complete and correct assignment agenda. Parents are encouraged to check this nightly to review work with the students for accuracy and completeness.  
**Students are required to show it to an parent/guardian each day and have it signed!**
- Students are expected to turn in all assignments on time. On time means at 0830 of the due date. If homework is not complete, students will be required to finish it. A plan for completing homework will be developed for student's with a repetitive problem.  
*Only work that is completed can be graded!*

- Homework will support and extend learning that is happening in the class. Students will receive homework on a regular basis Monday through Thursday. We try not to assign homework on Friday's, though occasionally students may be completing large projects over the weekend.
- Homework should take no more than 40 focused, non-distracted minutes per evening. If the work is taking longer, simply write a **NOTE IN THE UPPER CORNER**, communicating what your child had difficulty with. This will help us to help your child work toward mastery of concepts practiced at home.
- In case of absence, it is the student's responsibility to make up any assignment that was missed.
- Expect to see:
  - **Math Fact Practice** – 5-10 minutes nightly (*minimum!*)
  - Review/Mastery – 25-35 minutes nightly
    - **Math** – complete/review daily assignment
    - **Content Area** – complete/review daily assignment
  - **Spelling** – 5-10 minutes nightly  
Students will have a list of words to prepare for their individual spelling quiz weekly. They should know spelling, meaning, and be able to use it in a grade level sentence.
  - Students will be required to **read 30 minutes per night** in addition to homework. This will be documented on their reading log.
- **Math:** It is **ESSENTIAL** that your child knows his/her math facts for addition, subtraction and multiplication up to 12x12. **Finger counting is not on-grade.**

**Ongoing Projects:** There will be several projects throughout the school year. Each student has the responsibility to complete the assignments on time and to make sure he/she understands the assignments before beginning.

- **Book Reports:** Students will be required to complete 2 book reports per trimester. SRI scores will be used to determine an appropriate *Just Right Book*. Generally, books must be 100+ pages and cannot have been made into a movie. Individual due dates and assignments will be provided well in advance. These books can be read in and out of class. Be watching for these creative assignments!

- **Content Area Projects**: These projects will also support and extend our in class units in Social Studies, Health and Science. Examples of these are state reports, science fair projects, health posters or advertisements, etc. Individual due dates and assignments will be provided well in advance.

## Grading Policy:

- Individual portfolios will be developed by your child throughout their experience in multiage. At the end of each trimester, the student and teacher will conference in order to work together to select the best examples of their on-going learning.
- Assessment of student progress will typically be documented for each project on a rubric that will be included with portfolio items.
- Unit tests and assessment scores such as SRI, DRA, Terra Nova etc. will also be used to evaluate a student's progress toward mastery of standards.
- Progress toward mastery will be shared with parents during formal conferences and on a narrative report card tri-annually. The dates for this year's report cards are:
  - Early December
  - Early March
  - June 13th

## Conferences:

- If at any time you have questions about the evaluation of your child's growth, please feel free to contact us to set up a conference! We would love to visit with you about how your child is doing!
- We will request conferences for any serious or repeat discipline/behavior/academic issues that are negatively impacting the learning process. We generally encourage the student and parents to attend. If necessary, school support staff and/or administration will also be invited to attend in order to create a win/win plan for your child.

## Discipline Policy:

During the first days of school, the classes will spend time talking about school, what is expected of them, and what they can expect of school. We agree that their main goal will be to learn as much as possible and to do so in a respect centered environment. We have

promised them that the school is going to help them as much as possible to achieve that goal. We have discussed the need for rules and for the different rules that we could have in the room. The rules we have will allow the students to **take RESPONSIBILITY for their behavior and their learning.** Each class will work to develop a class motto in the coming week that clearly communicates these positively stated guidelines for their behavior.

## Consequences

Our classes will be incorporating some of the principles and activities of Kagan Cooperative Learning. Individual students, student teams, and the classes will be working toward earning fun activities and rewards throughout the day and week. Some of these activities or rewards will include Table Talk Time, Team/Class-building Games, books, etc. The focus will be on positively motivating students to be focused learners, team players, and supportive students!

At times, all of us need reminders to be 'on task.' In order to help our kids learn self-control, a set of consequences will be put in place to encourage their ability to return to appropriate behaviors when they are having a difficult time.

### Consequences:

1. Verbal Warning
2. Take 5 – 5 minutes to regroup seated with the teacher or in a quiet spot
3. Loss of recess
4. Parent contact. You will be asked to speak to your child over the phone.
5. Contact with principal and mandatory parent/teacher/student conference.

\*Other consequences will be assigned as necessary.

If at any time your child is engaged in behavior that seriously inhibits the learning or safety of anyone in the classroom, they will be referred to administration immediately. *Fighting and insubordination are absolutely not allowed.*

Problems with behavior will be documented in the student's agenda. When you review their work each day, please make note of any issues regarding behavior. Initial and document any comments or questions that you have. If additional space is needed, a note will be

included. It is the child's responsibility to provide this note to you and to return it with your signature to the teacher the following day.

### Progress Packets:

- Students will have a Progress Portfolio that will be sent home weekly on Tuesday beginning the 2<sup>nd</sup> week of school. It will include such items as your child's graded work, a Behavior Progress Report, our classroom newsletter and reading logs.
- The Behavior Progress Report provides a recap of your child's behavior, progress in academics, and any important information. This is a powerful tool to increase the communication between school and home.
- Parents need to sign the Behavior Progress Report and return the form and Progress Portfolio on Wednesday.

### Parent Pals:

Anyone who can volunteer to help in the classroom would be greatly appreciated. We love having parents come into the class and research shows this is a way to increase your child's academic growth. Please fill out the attached parent volunteer form to indicate what you are able to help with! We will be looking to start our parent volunteer schedule the 3<sup>rd</sup> week of school. This will enable our focus the first two weeks to be on getting to know our students and develop our needed volunteer slots. At this time we are specifically looking for parents who are willing to consistently come in to work as:

- Math Coaches
- Reading/Literacy Coaches
- Downrange Parent Communication/ Student Email Coordinator
- Classroom Preparation Help

### Snack Time:

We will have a Feed and Write time each day for the students to have a nutritious, ready to eat snack. This must be healthy, non-messy, and easy to eat. No junk food or big distractions please! No food that requires anything more than fingers to eat (i.e no spoons!)

Students may have a 'pop' top water bottle at their table. Please make sure that they do not have a 'leaky' bottle. This would include freezing it overnight as the condensation 'sweats' on the bottle. We would hate to ruin work! Also, make sure the amount of water is not too much or too little, but JUST right!

## Study Trips:

We hope to be enjoying study trips that support the curriculum throughout the year. Specific details for each trip will be provided on a permission slip. This will be contingent on funding.

Please feel free to volunteer to go along as a chaperone!

***Welcome to our class!***  
***We are going to have a FANTASTIC YEAR!***

*I have received and reviewed the 3 / 4 Multiage classroom policy packet for Mrs. Benjamin and Mrs. Brown.*

\_\_\_\_\_ *Student*

\_\_\_\_\_ *Parent / Guardian*

\_\_\_\_\_ *Parent / Guardian*

*Notes/ Questions/Comments:*