

CLASS POLICIES

ABSENCES

If your child is absent, it is school policy that you send your child with a note on the day they return. The absent note is our way of verifying your child's absence. These absent notes are kept on file. Also, if you foresee an absence it would be a great help if you would notify me or the school office as soon as possible. However, as stated in the handbook, "Homework assignments will not be provided in advance to students who will be absent from school due to family vacations or travel". When notifying the school of your child's absence please let us know whether you would like the day's work sent home with a family member or left in the office to be picked up. The pick up times from the office for the missed assignments are from 3:00 pm- 3:30 pm on the day of the absence or from 1:30 pm- 2:00 pm if the absence is on a Friday.

ATTENDANCE

Each morning the school bell rings at 8:00 am to indicate the start of school. Please have your child in the schoolyard before 8:00 am to ensure that they are not tardy. Playground supervision begins at 7:30 am. If your child is marked tardy four times or more within a quarter because they arrive after 8:00 am sharp, they will not qualify for a Good Citizenship Award. During the Lenten Season, the students will be attending the 8:00 am Mass daily, so please make sure you make every effort to have your student to school on time.

BATHROOM

Since class instruction time is imperative to your child's learning I ask that the students hold their bathroom needs until break time. If your child has a bathroom condition and needs to use it more than the designated times throughout the day, during recess and lunch, please send a letter so I may better accommodate your child. Students without a note will be given permission to use the bathroom in the case of an emergency.

BIRTHDAYS

When your child's birthday rolls around, we are more than happy to celebrate at school. If you chose to send treats with your child or bring treats yourself please bring them no later than 10:25 am when the primary recess begins. Also, we have 36 students in this year's fourth grade, so please send at least enough for every child. Please do NOT send any treats that contain nuts, since many students are allergic. If your child's birthday falls in the summer months you may send their birthday treat on their half birthday, in early June, or at another time within the school year. I ask that you notify me in advance if you will be bringing in a treat for your child's summer birthday, this is so that I can prevent two treats on one day.

BOOK CLUB

Each month we have the Scholastic Book Order Flyer that will be sent home. This is an opportunity for students and parents to order inexpensive books or activity packages that interest your child. If you choose to order from the Scholastic Book Company, please fill out the form that comes in the monthly flyer with a check made payable to **Scholastic Books**. Please make sure to double check the amount you ordered and the amount you have made the check out for to avoid errors in the bookkeeping. I would ask that you avoid sending cash.

DICTIONARY

All students must have a pocket size dictionary in their desk at all times. This helps the students to have a quick reference guide for any vocabulary they are unfamiliar with. I want the students to get better acquainted with a dictionary, that way they can be more independent.

EXCUSES

If your child is unable to participate in any physical activity on any given day, I ask that you send a note with your child. If your child does not have a note, or I have not been notified via e-mail, your child will not be excused from the physical activities.

FAMILY ENVELOPES

Each Tuesday and Thursday the Family Envelope is sent home with the oldest child in the family. There are many important announcements that are sent in this envelope, so please read the contents carefully. It is mandatory that the Family Envelope be returned to school the following day.

GOOD CITIZENSHIP

The school had created the *Good Citizenship Award* to recognize those students who show growth in the development of their good character. I must remind you that this is NOT an academic award. The award is given to acknowledge those students for "Doing their best and being their best." Every student has the opportunity to earn the *Good Citizenship Award* in each of the four quarters. This award is based on certain criteria as well as the based on the teachers' discretion, including all teachers who interact with your child. Below you will find the criteria for this award, as stated in the school handbook:

- *Students receiving a 3 or 4 in conduct or effort on their report card do not qualify for the award.
- *Students with 4 or more tardies in one quarter do not qualify for the award.
- *Students with 4 or more missing assignments do not qualify for the award.

ILLNESS

The school asks that if your child has a fever at any time throughout the school year that they not return to school until they have been fever free for 24 hours. We need to protect the other children and the teachers from exposure to the illness. Also, if your child does not have a fever but is sick, please do not send your child to school. We always want your child to be present at school as often as possible, but would rather their health, as well as the health of those around them be kept in mind.

LABELS

Please be sure to label everything that belongs to your child that they bring or wear to school. We do not want students losing items and being unable to locate or identify these items.



UNIFORMS

Children need to be in full uniform every day. It is important that all students have the school sweater with them regardless of the weather in case there is a special assembly or Mass. All boys must wear a belt and have their shirts tucked in. Label any clothing your child may wear to school.