

CLASSROOM MANAGEMENT

Mrs. Santana – 2A

- ✓ Students will begin each school day with a “clean slate”
- ✓ First incident of misbehavior will result in a verbal warning
- ✓ Second incident of misbehavior will be noted on student’s calendar
- ✓ Third incident of misbehavior will result in communication with parent
- ✓ Further misbehavior will result in student being sent to the office
- ✓ Incidents of misbehavior will be recorded on a calendar sent home daily to be initialed by a parent.

At my discretion students may be sent directly to the office without all of the above steps being followed. This would happen in cases of fighting, cheating, showing disrespect, and other serious offenses outlined in the school handbook. Positive behavior will also be acknowledged with words of praise and small rewards. Daily calendars will come home with stickers or stamps when students have had a good day at school.

HOMEWORK

- ✓ Homework will be given on Monday, Tuesday, and Thursday evenings as outlined on the homework calendar in your child’s folder.
- ✓ Homework calendars are to be initialed after assignments are completed each day.

MISSED ASSIGNMENTS

- ✓ Students will be given a missed assignment slip for each homework assignment or seatwork page sent home that is not completed and returned the following day.
- ✓ Grace will be given for 3 missed or incomplete assignments in each quarter of the school year.
- ✓ The 4th missed or incomplete assignment will be followed with a call to parents and the possibility of a detention being assigned.

ADDITIONAL MANAGEMENT GUIDELINES FOR AT-HOME LEARNERS

- ✓ Students will be given a schedule to follow and will be asked to log-in for each instructional period during the day.
- ✓ Students will dress for school, in uniform, each day and participate in class while following all rules as if present in the classroom.
- ✓ Incidents of misbehavior while in class will result in a notification to parents in the form of an email or a phone call.
- ✓ General guidelines for remote learning have been provided to parents.
- ✓ Guidelines for submission of work will be provided to parents.

SUGGESTIONS FOR PARENTS OF AT-HOME LEARNERS

- Help your student to set up a work space with all of their school supplies close at hand.
- Set a timer at the start of your student's breaks from classtime to alert them when it is time to log back in and continue with lessons. (I will also remind students of our schedule throughout the day)

2A Classroom Rules

Be Safe

Keep your hands to yourself
Walk, don't run
Use your school tools wisely
Follow the playground rules

Be Responsible

Raise your hand to speak
Work quietly
Complete all your work
Keep your desk neat

Be Respectful

Use good manners
Always be honest
Cooperate with others
Follow the Golden Rule

Be Caring

Treat others with respect
Use kind words
Take turns
Share with others

Be Healthy

Wear your mask correctly
Sanitize your hands often
Keep a distance from others
Clean up after yourself

General Procedures:

- Homework and behavior calendars are to be initialed each day and sent back to school.
- Library books should be sent to school **each day**. Students will have opportunities throughout the day to read and prepare for AR tests.
- Any seatwork that comes home unfinished must be completed and sent back to school the next day.
- Communication reports, when given, must be signed and the **white copy** sent back to school the next day.

Explanation of Folders:

Daily Home & Back folder (Green)

- The behavior calendar, tucked into the front pocket, should be initialed each day and should remain in that folder pocket.
- The AR tracker, tucked into the back pocket, should be monitored for your child's AR test progress and should remain in that folder pocket.
- The inside pockets are marked for papers that should be returned to school and those that should be kept at home.

Weekend folder (Yellow)

- Your child's graded assignments and tests will be sent home weekly. After reviewing your child's work, please sign the cover sheet, which should be kept in the folder pocket from week to week.
- This folder should be emptied of school work each week. Only behavior calendars, papers marked for correction (and corrected), and signed tests should be placed back into the folder and returned to school after the weekend. *All tests, regardless of grade received, are to be signed and returned.