

Mrs. McNickle's Class: Syllabus and Procedures

Toys, candy, and cell phones

Toys and candy should not be brought to school. Confiscated toys will be held for a parent to come pick up, and candy will be thrown away. The exception is playground balls or toys such as Frisbees. These may be brought to school to be played with at recess time only, and should otherwise be stored out of sight in a backpack. Other items causing repeated distraction (e.g., mechanical pencils, calculators, etc.) may also be confiscated and will be picked up by a parent at the front office.

Electronic devices that are brought to school should be turned off and silent, and kept completely out of sight in a backpack. Electronic devices that are seen or heard will be confiscated and held at the front office for a parent to pick up.

Textbooks

As our math textbook and language arts workbook are consumable, **it is not possible to produce copies for lost pages.** Textbooks may not be brought home under any circumstances. Online versions of the textbook are available, and parents are strongly urged to obtain access to the textbook online. Students that have irretrievably lost pages from the consumable textbooks may be asked to redo the work

Weekly Homework

Spelling words and vocabulary words will be given weekly. The words will be given on the weekly homework graph. Homework will be placed in the student's red folder by the teacher every day. Students will typically have homework nightly. Students should refer to the weekly homework graph.

Late homework will not be accepted except in the case of an absence. Missing homework will receive a zero. Students will have the same number of days to make up work as they were absent. Homework is worth 10% of the student's grade.

Students should attempt to work on homework individually. Each day, we review the previous night's homework and clarify any issues that students may have. I will mark that the homework is complete in the online gradebook, but I will not otherwise grade or mark homework papers.

The reading log will be due on the last day of each week, whether that be Friday or Thursday (in the case of a holiday on a Friday.)

Progress Reports

Parents are strongly urged to obtain an Infinite Campus account to check students' grades. The Infinite Campus accounts can be secured by going to the front office. Progress reports will be provided every nine weeks. Weekly progress reports will not be provided.

Field Trips

In order to assess behavioral eligibility for field trips, a points system will be used. The students will be informed of the number of points they need to earn in order to attend the trip. Typically, each student will start with seven points, and points will be removed for disrespectful behavior, failure to follow directions, or other behavior deemed inappropriate. Students will not have the opportunity to earn back points. Students that have lost all seven points will stay behind at school in another classroom and will have schoolwork to complete. Students receiving referrals for any reason during the "points period" will immediately be disqualified from attending a field trip. The teacher will make the final decision in determining a student's eligibility to attend any trip.

Classwork

Classwork will be given in the form of an independent practice page in math, a group activity in science, literacy center work in language arts, and a worksheet or map activity in social studies. Students will be expected to complete independent classwork. Continuous help and assistance will be given as necessary, but students are expected to work consistently to their best ability. Students unable to finish in the time period given due to special needs or extenuating circumstances will be graded accordingly. However, students who have not finished an assignment due to excessive talking or other inappropriate behavior will not receive extra time or shortened assignments.

Entering the classroom

Students will not be permitted to enter the classroom until 7:20 AM, and will not be permitted to stay in the classroom after school or come back to the classroom for any reason after 1:45 PM. Students must ensure that they have all materials they need to bring home before leaving the classroom for the day.

Novel Study

We will be completing at least one novel study this year. Information about which novel we will be studying will be released later on in the school year. Students will need to have their own copies of the book if the selected book is not available in our school

library. Copies can be purchased at a bookstore, or borrowed from the school library or public library. Students will be given reading assignments from the books that need to be completed at home. The book will cost no more than \$5 per copy.

Morning Work

Students will be given morning work every morning when they enter class. The morning work will vary and may be a review worksheet, a writing prompt, or a reading assignment. Morning work will attempt to review the previous day's concepts, usually those learned in math. Morning work will be graded, and needs to be completed.

Attendance

Attendance will be taken promptly at 7:45 AM. Students arriving to the classroom after this time will be marked tardy. Students arriving after 8:00 AM must go through the front office to receive a tardy slip. Students being checked out before 7:45 AM will be marked as absent. Excuse notes for absences should be submitted directly to the front office. If you believe there is a problem with attendance, please let me know as soon as possible, so that I can rectify the issue.

Redoing Assignments

The student may be asked to redo an assignment if it is clear that the student has misread or misunderstood the directions, or has used the wrong method on the assignment. The assignment will first be graded as-is, and that grade will be entered into the gradebook. Those assignments will be clearly marked "redo" and will be returned to the child. **It will be the child's responsibility to redo and return the assignment.** Once the assignment has been redone, the grade will be replaced with a new grade in the gradebook. If the assignment is not returned, the original grade will stand.

A student may also choose to redo any assignment if he or she wishes. The full responsibility for redoing the assignment will lie with the student. No extra copies of assignments will be provided for this purpose. Assignments must be redone on a separate sheet of paper stapled to the original, and should be clearly marked with the word "corrections," the title of the assignment, and the student's name.

Setting up classroom materials

Students will be provided with an agenda and a red folder. The red folder is where homework and forms will be kept. I will place all graded work and homework into the child's red folder directly. The clear plastic flap on front of the red folder is where homework graphs should be stored.

Daily Schedule

7:30 – 8:00	Morning Work
8:00 – 9:30	Reading
9:30 – 10:30	Math
10:30 – 11:10	Specials
11:20 – 11:50	Lunch
11:50 – 12:20	Recess
12:20 – 1:15	Writing
1:15 – 1:45	Science

Student Desks

Students will be seated at round tables that seat 3-4 students. Students will store materials in a cubby and will retrieve materials before the start of each subject. Students will store old papers in their folders, which should be cleaned out regularly. Folders and notebooks will be stored in the student's backpack or cubby. Textbooks will be stored on a book cart centrally located in the room. Consumable textbooks will be marked with the student's assigned number.

Since students are seated at round tables, there is not much room for individual supplies. Please do not send pencil boxes and binders with your child because they are very bulky and take up too much room at these tables.

Dress Code

Please make every effort to follow the dress code. As we go outside for a 30 minute recess daily, I would strongly urge your child to wear play clothes every day, especially on PE day. We go to recess at the hottest part of the day (noon), so have your child keep that in mind as he or she gets dressed for the day.

Grading Breakdown

Homework - 10%

Classwork - 40%

Tests - 50%