

Mrs. Meyer's

Classroom

Handbook

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.

~ Matthew 19:14

Rules

- 1) Follow directions the first time they are given.
- 2) Raise your hand and wait for permission to speak.
- 3) Keep hands, feet, and objects to yourself.
- 4) Treat others with kindness.

Kindness

Students in my classroom are encouraged and expected to treat all members of our class, as well as others, with kindness and respect. Hitting, fighting, name calling, and making fun of others will not be tolerated. Students will be encouraged to follow Jesus' model for us by treating others the same way they would like to be treated.

Class Signal

When I need the students to quiet down and pay attention to what I need to tell them, I will say, "Give me five." I then expect students to raise their hand in the air. This lets me know they are ready because their eyes are watching, ears are listening, lips are closed, hands are still, feet are quiet.

Morning Procedures

When students arrive in the morning each day, they should enter quietly and begin getting themselves ready for the day. This includes putting away their folder, turning in papers, sharpening pencils, marking their lunch choice, and completing morning assignments.

Classroom Jobs

In our classroom each student is given a weekly job about every other week. There are six different jobs given out each week. The jobs are 1) Teacher Helper 2) Prayer 3) Lights, Doors and Boards 4) Bookshelf 5) Line Leader 6) Pencil Sharpener. Each student will have the opportunity to do every job numerous times throughout the year.

Homework

Homework in 2nd grade consists of reading, spelling, and memory work. Students are encouraged to spend 10-20 minutes each night working on their homework. Reading exercises will be sent home almost every night and should be practiced at least once. Spelling and Memory work will be sent home in our classroom newsletter on Mondays.

Homework in 3rd/4th grade will consist of any homework assignment a student was unable to finish throughout the day. The work should then be handed in the next day. Also, they will have quarterly book reports due. They will have weekly paper books to read that will be sent home in an envelope on Thursday along with a Share Sheet that is due the following Monday.

Assignment Books

Students in 2nd, 3rd, and 4th Grade will begin to use assignment books. Each day they are to record the assignments they have been given in each subject. The assignment book should be brought back and forth between home and school each day along with their folder. Please go over your child's assignment book with them each night to ensure they have completed all the assignments that are due the following day.

Share Sheets & Reading Logs

Building and maintaining the foundations of reading is a very important aspect of 2nd, 3rd, and 4th grade. As parents, you play a key role in helping to develop your child's reading skills by taking the time to read and discuss with them the books they are reading at home. Share sheets and reading logs are tools designed to enable you to be a part of your child's reading success. Reading logs will go home on Monday and share sheets will go home on Thursday. These assignments are due the following Monday. Each time a student turns in their share sheet and reading log for the fourth time they will be allowed to pick out of the prize box. As long as share sheets and reading logs are being brought back consistently, the student will be picking out of the prize box about once a month. Students will also receive Book-It Pizza Hut certificates.

Memory Work

Each student is responsible for saying their memory work on Friday mornings when they arrive at school. Students who are unable to say their memory work will miss one of their recesses for that day in order to study their memory work. They will then be expected to say it after the recess is over and the highest grade they will receive is a B. In the event that your child is absent on Friday, he/she will be expected to say their memory work the day they return to school.

Grades

Students will receive letter grades on their assignments. If your child's paper is stamped with Please Correct and Return, they have the option of fixing their work to improve their grade. For each corrected response, the student will receive back ½ a point. It will be the student's responsibility to correct these papers and return them.

Monday Memos

Students will be given an envelope that he/she should take home each Monday. This envelope is necessary to ensure effective communication between the parent and teacher. The envelope will contain a school newsletter, The Triple Scoop, and notes from the office or myself. This envelope should be returned the very next day, which would be Tuesday. We are asking parents to sign and date the envelope as a way of communicating to us they have received the notes and read the information contained in the envelope.

Work Time

Throughout the day students will be given some time to work on homework. This should be done quietly, so other students are able to continue working diligently. We all have different gifts, talents, and abilities. For this reason, I know some students will get done faster than others. Early finishers have the options of doing other homework, continuing to work on journaling, reading, or doing an activity I have set out.

Absences

In the event of an absence, students will have the number of days they were gone to make up their missed assignments. For each day they are gone, they will receive an assignment sheet letting them know what they missed and assignments they are expected to make up. Parents may arrange a time to come and pick up their books and make-up assignments. If you know your child will be absent in advance, please contact me and I can send home work in advance that the student will miss.

Tardies

Please make sure your child arrives to school on time. Our day begins promptly at 8:30am. It is helpful when students arrive a little earlier, so they have time to get settled in and prepared for the day. There is a lot to get done in the morning and he or she may miss some important announcements about our day.

The Triple Scoop

The Triple Scoop is the classroom newsletter. This will keep you up-to-date about what is going on in the classroom. Spelling lists and memory work will be included in The Triple Scoop. Also, it will let parents know about any upcoming special events or activities and other important information pertaining to our classroom.

Communication

Communication between parents and myself is an essential ingredient to our success together. I will be communicating with parents through phone calls, notes home, e-mail, and The Triple Scoop (which will be sent home in the student's Monday Memos envelope). Parents may feel free to contact me about any concerns or joys they may have about their child.

Email Address: Elizabeth.Meyer1@cune.org

Home phone: 763-262-0834

School phone: 763-856-2099

D.E.A.R

D.E.A.R stands for drop everything and read. Each day we will have time set aside for each class to have some D.E.A.R time. The students will be required to have something of their choice to read. If they do not have a book with them, they may pick a book off of my shelf when they arrive in the morning. D.E.A.R time books off my shelf will be kept in a basket on the bookshelf.

Star Student

Every student will get the chance to be the star student. During the week they are the star student, they may bring in things to share about themselves with the class. Items may be brought in on their assigned day.

Book Orders

I will be sending home book orders from Scholastic once per month. Scholastic orders have some wonderful deals on books! They also contain many grade appropriate books your students can read on their own. I will send forms out on Monday. To ensure that books are delivered on time, I ask that order forms be returned by the following Thursday. Please make sure to put the student's name on the order form and return it with your check or money in a sealed envelope with the student's name on it. Please make checks payable to **Scholastic**. You also have the option of ordering from Scholastic Book Orders online. Simply go to www.scholastic.com/bookclubs. Enter the Class User Name: MrsMeyersClass1 and the Password: ccs234.

Birthdays

Students will have the opportunity to celebrate their birthday with their classmates if they would like. On their birthday or a day close to their birthday they may bring in a treat to share with their classroom. The treat will be handed out to classmates at snack time. (If your child has a summer birthday, we can celebrate on their half birthday or on a day during September or May.) Also, the birthday student will receive a card from all of their classmates. On a student's birthday, I will set aside time for their classmates to make a birthday card. In their card, they will be encouraged to write at least one nice thing about the person who is having a birthday.

Birthday Invitations

Some students may be having birthday parties they would like for their classmates to attend. Invitations may be passed out at school as long as the whole classroom is invited. Otherwise please send invitations through the mail.

Classroom Parties

During the year, we will have a Christmas party and a Valentine party. Parents are welcome to join us. Please let me know if you would like to help out by planning and organizing the party, providing a craft activity, leading games, or supplying drinks or snacks.

Volunteers

I welcome parent volunteers into my classroom. There are a variety of ways you can help out in our classroom. Let me know if you are interested in helping in any way.