**Policies, Procedures & Guidelines**

### Planners

* Students will record their homework assignments in their planners every day. The planner is to be signed every night, indicating that a parent or guardian has seen the **completed** homework assignment(s).
* Please use the planner as a means of communicating with me. I check all of the planners every day.
* Prizes are given to students who have the planner signed every night and keep of all of their pages in their planner.

### Homework Policy

Assigned: Monday through Thursday

Due: The next day, unless otherwise noted in the planner

Recorded: In planner everyday and is to be signed by the parent every night

**Grading (Tests / Quizzes / Journals):**

Standards based grading identifies a New Jersey Student Learning standard and indicates whether or not a student is meeting the standard at a given point in the year.  Subjects are divided into a list of skills and knowledge that students are responsible for learning or mastering at a specific grade level.   Reporting is based upon the progress toward mastery of these learning targets or standards.  Instead of a traditional letter grade for a subject area students will be receiving a number from 1-4 on each standard being assessed during that grading period.  By using standard based grading students and parents will be better able to identify what a student knows, or is able to do in relation to the pre-established learning goals for that grade level.  Please note the increased rigor as the report cards aligns with standards. For example, a student receiving an “A” in years past producing on grade level work would now meet the standard or receive a three (3).   In order to receive a 4 the  “student must **consistently** surpass grade level standards."  Many of these standards are year-end so if a student is not a "3" in December or March, they may be by June.

**Classroom Rules**

See attached copy of Mrs. Berger’s Classroom Rules

**Absent Students**

A note with a reason is required for any absence. All assignments, test and quizzes are to be made up as soon as possible.

**Conferences**

Do not feel obligated to meet with me just during conference week. If you have any questions or concerns, please call and we can either have a telephone conference or set up a meeting in person.

**Mrs. Berger’s Classroom Rules**

The **general classroom rules** are the following:

1. Listen when other people are speaking.
2. Raise your silently.
3. Wait your turn calmly and quietly.
4. Keep your hands and feet to yourself.
5. Be polite and respectful.
6. Treat others the way you would like to be treated.

If a student **follows the rules**, they will be rewarded with the following:

* Extra Recess Time
* Prizes
* Good Student Note Sent Home
* Homework Passes

If a student **does not follow the rules**, then:

* A warning
* Five minute loss of recess time
* A Note Sent Home
* Phone Call Home
* Meeting with Parent / Guardian