

# Classroom Procedures

## Mrs. Fochtman

### Beginning of the Day

- Go to your locker before coming into the classroom. Only bring what you need for the morning.
- Check in for the day with your lunch foam (this includes making your lunch selection).
- Read the board EVERY MORNING for instructions.
- Turn in homework to the mailboxes. All homework is due first thing in the morning (by 8:15AM) or it is considered late. 5% will be deducted per day for late work.
- Go to your seat and quietly begin the morning work while you wait for announcements.
- It must be SILENT during announcements.
- We will offer class intentions after announcements.

### Good Things

- After prayer, we will start off each day with “Good Things.” During this time (3-5 minutes), 3-4 students will share a “good thing” that has happened in their life over the past 24 hours. This is a way to celebrate the ways God is working in our lives and will help form us into a community! It will also help to teach the leadership skill of positive thinking along with setting a positive tone for our day together.

### Snack

- We will break for a HEALTHY snack daily around 10:00am. Please be sure to pack something nutritious. (You may not eat your lunch at this time)

### Classroom Rules

- Put God at the center of all we do.
- Respect self, others, and the property in our classroom.
- Practice good OWNERSHIP!
- Honor the classroom social contract

### Consequences

If you break any of the classroom rules, your name will be moved from “Great Ownership” to:

- Friendly reminder
- Pray for self-control
- We need to chat

If your name gets moved to “we need to chat,” you will stay in for lunch recess for one of the following: written scripture reflection **or** topical writing assignment related to behavior & discussion with teacher.

If problems persist, you will receive a phone call home

## End of the Day

- We will review all assignments and stop 10 minutes early to fill out planners.
- All planners will be stamped before going home.
- Mystery Piece – If the classroom is messy on any given day, this game will help us clean it up.
- We will close the day with a prayer together and I will excuse you from the classroom at the bell.

## Friday Folders and Review Sheets

- Every Friday, you will pack up your Friday Folder. You will look through it to make sure that all assignments listed are in your folder. If you did not receive a particular assignment back, that means that you did not turn it in and you will need to complete that assignment over the weekend. Extra worksheets are always available in the blue bin next to the “turn in” mailboxes.
- You will use a calculator to figure out your percent and grade on each assignment (Great practice with percents, decimals, and fractions which we will study later in the year!)
- You will check to see if you need to re-take any tests and write down what you need to take home in order to prepare for those re-takes (all re-takes must be completed by the following Friday or your original grade remains)
- **Re-do policy:** You may re-take any test if your grade is lower than a C- or 70%. Final grades will be calculated as an average of the two grades. You are always welcome to re-do any of your work for your own satisfaction. However, homework grades will not change. This is to encourage you to do your BEST WORK the FIRST TIME.
- You will sign your Review Sheet when you are finished with your calculations, you will show it to Mrs. Fochtman and then take it home for your mom or dad to sign.
- You will bring your Review Sheet back every Monday, signed by one of your parents.
- Parents, this is a great way to communicate with me!

## Odds and Ends

- If you are absent, it is your responsibility to get the work for the days that you were gone. Someone from the class will fill out a “While You Were Out” sheet for you.
- All 5<sup>th</sup> Grade students will go to Mrs. Pieri for Social Studies and Mrs. Fochtman for Science.
- Scripture of the Week: Every Monday, we will look at one of the upcoming readings for Sunday by reading it and reflecting on it in our journals. You will be responsible for memorizing it and writing it out every Friday as a part of your spelling test. Hopefully, your ears will perk up when you hear this verse on Sunday at mass and you’ll be more prepared for worship!
- Teacher Ease and grades: Current grade averages are available at [www.teacherease.com](http://www.teacherease.com).
- Late work – all late or missing work will be reduced by 5% per day up to 30%. Every 2 weeks (the same week as the newsletter), I will print out a “missing work” sheet. Students are responsible for checking this sheet and turning in any missing work by Friday of the following week. Work not turned in by that date will be marked as “zero.”

Parents, if you have any questions or concerns that arise throughout the year, I trust that you will contact me right away. I can be reached at [sfochtman@stthomasgr.org](mailto:sfochtman@stthomasgr.org) or 458-4228 ext. 322. I generally check my phone messages and emails in the morning and after school.