

Parent-Teacher Communication

The easiest and most effective way to reach me is by my school email, jjohnson@regiscatholicschools.com. I routinely check my email before and after school, as well as periodically throughout the day, and I will do my best to offer a quick response. If you need to notify me of an appointment, transportation change, or any other matter, please feel free to send a note or jot down the information in your child's assignment notebook. You may also reach me through a phone call to the school office and I will be happy to speak with you or return your call as soon as my schedule allows. If you would like to meet in person, please feel free to contact me through any of these means and we can arrange a time to get together.

Assignment Notebooks and Homework Folders

I believe that assignment notebooks are a crucial tool in promoting organization, responsibility, and accountability. Students will be using their assignment notebooks to record and keep track of their weekly and daily assignments. I encourage students to fill them out periodically throughout the day, but will be checking for "completeness" during the last 5 minutes of the day. I encourage students to share and review their assignment notebooks with you each night, which will help to create a routine in which communication and responsibility may thrive. I require that they come back with a parent signature on the following day, as well. It is also important, however, for students to realize that the assignment notebooks are not meant *for* parents. Students must learn that it is ultimately their responsibility to make sure that their work is complete, and that using the assignment notebook routinely will make for an easier transition to middle school (and more homework!). Students should keep their homework that is yet to be turned in in the "bring back to school" side of their homework folder. Once work has been corrected and returned, it should go in the "stay at home" side of the folder. Other sections of the folder should be used to store papers and handouts for each individual subject.

Weekly and Daily Homework

On Mondays, students will receive their spelling list and practice page assignments for the week. The spelling list will be available on my Regis staff webpage (regiscatholicschools.com/staff/jessica-johnson/). Additionally, I will also encourage students to write the list in their assignment notebooks, as I understand that internet access may not always be available. Spelling tests will be given on Friday mornings, and I will check students' practice pages for completion (credit will be received based on completion). Students will have time to work on these pages during Daily 4 time or any other available free time throughout the week. It is strongly encouraged that students practice their spelling list at home throughout the week to prepare for the test. Students will typically receive math homework Monday-Thursday. The homework should take no longer than 30-40 minutes to complete at home; that being said, if a student is taking longer than that, I encourage them to take a brain break! If possible, please jot down a brief note in their assignment notebook to notify me of an incompleteness, as I will not give a student a late assignment for frustration or lack of understanding. I will be more than happy to work with the student during math time the following day, or review the concept with the class as a whole. Communication is key---if a student needs more time to complete an assignment, don't be afraid to ask!

Late/Missing Work and Homework Corrections

I expect students to complete their homework on time and turn it in when it is due (*note that the exceptions listed above are gladly accepted, within reason). I believe that having these habits well-established as 5th graders is crucial to being successful in middle school, where expectations are heightened and failure to meet them are typically less tolerated. If a student does not complete an assignment, they will be required to bring it home with a "late assignment" notification attached and receive a parent signature. Assignments will lose 10 points for each day that they are late (including the day the assignment was due), and will be recorded as a 0 if not completed and turned in within three days of the original due date (example: an assignment that was late on Monday will receive a 0 if not completed and turned in by first thing Thursday morning). I understand that this may seem a bit harsh, but my ultimate goal is for students to be fully prepared and to make a smooth transition into middle school. I will be more lenient with the "0 policy" during the first month of school, as I know that we all need time to get back in the swing of things!

I will also be giving students the opportunity this year to do homework corrections and earn back partial (half of the points missed) credit on their initial score. This will only be allowed for work that was completed and turned in by the original due date, and must be returned by the next school day to be eligible. Although I welcome corrections on *any* score (fellow perfectionists, I'm with you on wanting to get as close to 100 as possible), I really will not encourage students to do so unless the score is below an 80%. I understand that students make silly mistakes or work too quickly at times, and I know you are all worthy of a second chance! I will have "corrections" sheets to be attached to the assignment, and I ask that the corrections be made in either blue or red ink or on a separate sheet of paper.

Star Cards

In an effort to promote responsibility and accountability, each student will receive a "Star Card." Each student has the opportunity to receive up to four stars for being a responsible and model student. The stars will be received as follows: 1) assignment notebook is signed (from previous day) *and* signed; 2) student had no late work that day in any class; 3) + 4) for simply showing good behavior and work ethic throughout the day. Students must have assignment notebooks open and ready to go on their desks the last 5 minutes of the day. If not, I will not check it and give stars. Students will have the same card for as long as it takes to be filled. They may turn in full Star Cards for a reward or treat (as indicated on back bulletin board) or may save them for a more special reward (to be determined). I will have a chart to help students keep track of "banked cards" by my desk. If you would prefer that your child not be given treats due to allergies and/or health concerns, please feel free to let me know and other rewards will be arranged. I look forward to trying this system out and helping to encourage responsibility and accountability with my students!