

September 2, 2015

Dear Students and Families,

Welcome to a new school year at Nathaniel Rochester Community School #3! My name is Ms. Cope and I am very excited to be working with you this year in the fifth grade. My goal is to make this a positive year and build upon past successes!

Fifth grade is a crucial year in preparing for middle school. Quality education needs support and hard work from students, teachers, and families. I have high expectations for my fifth grade students and am confident that we can meet these expectations with teamwork and communication.

The following is important information for our school year together. Please read through this document and then sign and return the attached form stating that you have reviewed this important information.

Thank you,

Mrs. Cope

585-454-3525 ext. 2110

Michele.Cope@RCSDk12.org

Subject Areas

- Mr. Rhodes and I share classes. He teaches Math and Science and I teach ELA. We then switch classes mid-morning to teach the other section. Mr. Rhodes and I teach Social Studies to our homerooms in the afternoon. Later in the year, I will teach health once a week to both classes as well.
- Physical Education for my homeroom is on A and C days, Mr. Rhodes homeroom has Physical Education on B and D days. Please make sure you wear or bring sneakers.

Homework

- Learning happens everywhere, and in order to reinforce the day's lessons and achieve mastery of our objectives, it is crucial that students spend time after school with their homework.
- Reading for a minimum of 20 minutes each night is essential for academic growth in all subject areas. Students must complete the reading log each night and turn it in on Mondays. Additionally, other homework will be given every night by both Mr. Rhodes and Mrs. Cope. Homework must be turned in to the teacher who assigned the work.

- Students that do not turn in the homework on time in the morning will have lunch detention to complete the work. The only way to receive full credit on a homework assignment is by turning it in on time at the beginning of the day.
- If there is an emergency where a student cannot complete their homework, additional time will be granted if a parent or guardian writes a note to the teacher.

Classroom Management Plan

- Students will be recognized for their safe, accountable, and respectful behavior on a regular basis. They will be rewarded with "Talon Tokens" to redeem at the bookstore as well as have class wide "compliment parties!"
- Students will be held accountable for inappropriate choices through warnings, time outs in an alternate classroom, reflection writings, and formal discipline referrals.
- To keep the lines of communication between home and school open, students have a weekly disposition rubric that reflects academic progress and behavior. The rubric is filled out daily. It must be signed by a parent or guardian, and returned each Monday.

Home-School Communication

- The most immediate way to determine students' progress is through their weekly disposition rubric. Please reference this for daily progress monitoring.
- I call families periodically to celebrate successes as well as troubleshoot behavior concerns.
- If you have any questions or concerns, you may communicate through phone or email. If you would like to have a face to face conversation, please contact me to set up an appointment.
- Formal parent-teacher conferences will be held in mid-October.

Absences

- Critical learning happens through in class instruction. Students who are repeatedly absent or tardy suffer from gaps in learning. Please make every effort to schedule appointments outside of school hours. We also have a least one day off each month of the school year!
- When students are absent, they will receive missed work upon their return. It is the student's responsibility to turn in their missed work as soon as possible.

Field Trip Requirements

- We have a few field trips throughout the school year. We will send home information as they get closer.
- Students must engage in appropriate behavior at school in order to attend the field trip. Repeated misbehavior and formal discipline referrals put your child in jeopardy of not being eligible to attend.

Parent/Guardian Contact information:

Your Child's Name: _____

Your Name: _____

Email: _____

Phone number: _____

Best time to call you? _____

Does your child have any medical conditions that I need to be aware of?

What information would be helpful for me to know about as your child's teacher?

Parents: Please read and sign this section. I have received and reviewed the procedural outline for Mrs. Cope's 5th grade class for the 2015-16 school year.

Parent or Guardian Name (Please Print):

Parent Signature:

_____ Date: _____

Students: Please read and sign this section. I have read this packet with my parent or guardian. I understand what is expected of me in class and for homework. I agree to try my best in school and will ask for extra help if I need it.

Student Name (Please Print):

Student Signature:

_____ Date: _____