

# Classroom Expectations – Mr. Spina’s Class

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## The Short Version:

Planners will be neat & complete every day: Be *very* suspicious if your child’s planner is blank.  
Homework will be assigned nearly every day: Be *very* suspicious if your child rarely has homework.  
Planner information will be posted daily at the class website.  
Grades will be posted online and updated frequently.  
Tests and projects will be announced well in advance via the planner.  
During the 1<sup>st</sup> marking period, late assignments will be accepted up to 1 day late with a 10% reduction.  
During the 2<sup>nd</sup> marking period, late assignments will be accepted up to 1 day late with a 50% reduction.  
During the 3<sup>rd</sup> marking period, late assignments will not be accepted.  
When your child misses school, the missed assignments must be made up.

## Classroom Expectations

- Follow directions the first time they are given
- Be prepared for class with all necessary materials
- Treat others, their ideas, and their belongings with respect
- Complete all assignments on time
- Face the Fact...

*“You must learn to face the fact, always, that you choose to do what you do, and that everything you do affects not only you, but others.”*

## The Long Version:

A successful classroom is a student/parent/teacher team. For your child to have a great year in sixth grade, all three members of the team have to know what is expected of everyone else. This document will clarify what each member of the team can expect from the other.

## PLANNERS – DAILY COMMUNICATION

**All students are required to complete their school-provided planners every day.** The planner will list all homework assignments and may also include an “Incomplete Assignment” stamp, notes on special events, or teacher/parent correspondence.

- An accurate version of what your child’s planner should look like will be posted online each day at our team website; [www.salinesports.org/spina](http://www.salinesports.org/spina)
- An “Incomplete Assignment” stamp lets you know that your child did not turn in an assignment on the day it was due.

While very helpful for students, the real intent of the planner is to allow for daily communication between the teacher and parents. To help get this year off to a great start, parents will be asked to sign the planner every day for the first several weeks. Your signature indicates that you have seen his/her completed work. Please do not feel obliged to check the work; I ask that you only look for completion and quality. When your child has demonstrated responsibility by consistently filling-out the planner and completing homework, you will be notified via the planner that a parent signature is no longer necessary. Even if a signature is not required, students must complete the planner every day. **Your child’s planner should never be blank.**

## ONLINE GRADES, TESTS and PROJECTS

Your child’s grades will be posted online via PowerSchool. To access your child’s grades, use the “PowerSchool Parent Portal” at [www.SalineSchools.com](http://www.SalineSchools.com). Parents can use the program to see overall grades

for each class and how their children performed on individual assignments. I will enter grades on a daily basis, although assignments submitted as "Late" will take several days to be entered.

Tests will always be announced at least two days in advance and it is important that students show graded tests to their parents. Expect to see graded tests returned two days after the test date.

Projects and project due dates are also announced via the planner. Each project will include information on what needs to be completed at home and what will be completed at school.

## **HOMWORK & LATE WORK POLICIES**

Homework assignments are given nearly every day, but rarely on Fridays. Students are well aware of their assignments. If an assignment is not completed by the due date, your child will receive an "Incomplete Assignment" stamp in his/her planner.

Our district guideline for homework at sixth grade is a maximum of 60 minutes a night. If your child is frequently or continuously over this time limit, please contact me immediately.

If homework is not complete and in the classroom when due, it is considered late. There will be consequences if a student does not turn in an assignment on time. *During the 1<sup>st</sup> marking period*, late assignments, missing or incomplete, will lose ten percent of their grade for the first day late. An assignment more than 1 day late will receive a "0" grade of no credit. *During the 2<sup>nd</sup> marking period*, late assignments, missing or incomplete, will lose fifty percent of their grade for the first day late. An assignment more than 1 day late will receive a "0" grade of no credit. *During the 3<sup>rd</sup> marking period*, late assignments, missing or incomplete, will not be accepted and your child will receive a "0" grade of no credit for that assignment.

## **ABSENCES & MISSED WORK**

Almost every student struggles when making up work missed because of an absence. If your child misses school, use the team website to see what homework was assigned. Also, use PowerSchool to see what assignments were not turned-in. When your child returns to school, there will be a memo and copies of the missed work in the mailbox. Your child is responsible for making up this work and submitting it into the "Absent" bin in a timely manner. Students are given 1 day of make-up time for each day of school missed.

## **CLASSROOM MANAGEMENT**

I feel it is important to recognize individuals and the entire team for positive and appropriate behavior. To accomplish this goal, the class will be able to accumulate points by meeting goals, helping each other, and doing their personal best. These points will be added together to earn special privileges such as class celebrations or games.

Another element of learning is making appropriate choices. In the event that your child experiences difficulty meeting expectations for appropriate behavior, your child may be given a "Responsibility Plan." The "Reasonability Plan" requires the student to describe what happened and other positive solutions if the situation should arise again. Later in the day I will meet with the student to discuss the concern. Depending on the nature of the event, I may either file it away, or ask that the student discuss it with his/her parents.

## **HOMWORK HOTLINE**

I do not have a traditional homework hotline. Instead, information on daily assignments and notes about the classroom will be posted on the team website at [www.salinesports.org/spina](http://www.salinesports.org/spina). This website will be updated daily. If you use Google Calendar, you can subscribe to the calendar and have homework information sent directly to your computer or cell phone.

## **IN-SESSION VACATIONS**

I realize that some families cannot take vacations during times when school is out of session. In these instances, your student will have to make-up the missed work upon returning. While advance notice of your leaving is helpful, I will not prepare work and assignments beforehand.

## **TELEPHONE USE & VOICEMAIL MESSAGES**

In the past, students have relied heavily on the in-class telephones to send messages, arrange rides, and organize after-school plans. This is not the intended use of the phones and students will not be able to use the in-class phone. Please make sure your child knows what he/she is supposed to do after school before leaving in the morning. If a situation arises and you need to change those plans during the school day, you can contact the office and the secretaries will forward the message. If an urgent need arises, students will be able to call home using the office phone.

Also, please be aware that I usually check my voicemail after the school day has ended. Any time-sensitive messages, such as requests to send work home with another student, should be sent through the main office.

## **CONTACT INFORMATION**

I have found that quick notes between home and school are most effectively handled through email. I check my email at least twice a day and always respond promptly. If you prefer, you can reach me by calling the school at 429-8000 and dialing extension 3655. This number does ring directly to the classroom. I am not available for any conversations when students are in the classroom.

I have spent several years fine-tuning these classroom policies and have changed them slightly each year to better suit the students' needs. I have seen that maintaining daily communication through the planner along with clear expectations for all team members makes for a very smooth school year.

If you have questions or concerns about our policies, please ask. It is essential that a student's parent(s) have a very clear understanding of these expectations and I am happy to explain or discuss them with you.

Thank you for your time and I look forward to a great year working with your child.

Sincerely,

Carl Spina