

Mrs. Cosnowski's Classroom Procedures

If you have any questions, please call me at 586-797-4317 or e-mail me at cheri.cosnowski@uticak12.org.
www.cosnowski.weebly.com

Accordion Binders: We will be working hard this year to teach your child how to organize and keep track of their work. They will be using the accordion binders that you sent to school. We've taken some time to set up the folders into subjects. I'm a stickler about having their work organized so they are able to keep track of their work and assignments. Every month or so, we'll take some time to clean them out. All work that is removed from the binders will be sent home in their Friday Folder. Nothing is thrown away. **Please don't clean them out at home.** Often, well-meaning parents throw away assignments thinking they are old or finished. Please have your child present if you want to go through their binder. It helps to prevent lost or missing work for your child.

Friday Folders - Every Friday your child's graded work will be sent home along with notes from the office and the classroom. **They will not bring home graded work in their accordion binder on a daily basis.** Located in the Friday Folder is a Communication Sheet. Please be sure to ask for it when they get home on Friday. Sign and return it to school on Monday. **Please save returned work until they receive their report card.**

Cosnowski's Connection - A newsletter called Cosnowski's Connection will be e-mailed to you every Friday keeping you informed about class events and curriculum. I e-mail from a hidden distribution list so that your e-mail address will not be shared with the entire class. I'll be sending a test e-mail out this weekend. Please be sure to respond. I also post the newsletter on my web page. If you don't have a computer at home, I'll be happy to send home a hard copy. Please let me know.

Website: My website is located at www.myteacherpages.com/webpages/ccosnowski. On this site, you will find the daily schedule, forms, PowerPoints, spelling lists, study guides, practice tests, Cosnowski's Connection, and more. Please check it out and bookmark it to use throughout the year.

E-mail: Please e-mail me if you have any questions about your child, the classroom or even about a specific assignment. I'll be happy to clarify anything to help your child be more successful in 5th grade. I check my e-mail regularly at night, but I do turn off the ringer around 9:30 p.m. If your question requires a lengthy explanation, I'll often just call.

PowerSchool: I update PowerSchool often with new assignments or adjusted grades from late, missing, absent and redo work. I often add notes, so make sure to read the comments I've added to your child's assignment. It often answers questions you might have about the assignment or the grade. Please check it regularly to track your child's

progress and possible missing assignments. If you believe a mistake has been made with the entering of your child's grades, please let me know as quickly as possible. **All work that is counted for a grade in PowerSchool will be sent home. Let me know if you aren't seeing assignments coming home so we address the problem quickly.**

Birthday Treats: We are a peanut free room. Please be sure that any treats you send in don't contain nuts. All treats must be store bought. **No homemade goods.** Also, please send in the container so we can calculate the calories for a diabetic student. We currently have 24 students in our room. Also, please send in a treat that is already cut or poured and easy to pass out. You are welcome to drop it off in the morning, and we'll celebrate your child's birthday at some point when it fits easily into the day. Frozen treats may be stored in the freezer.

Assignment Books/Agenda: Each child received an assignment book/agenda. We fill out the agenda periodically through the day once subjects have been completed. They will indicate the topic and assignment for the days' lessons. You will see one of 5 words circled: Nothing (we didn't get to this subject today), No HW (There was no assignment given with the lesson), Done (They finished the assignment in class and are ready to turn it in), Study (there is a test coming up to study for) or HW (They need to complete this assignment at home). Any assignments that need to be finished or tests that should be studied for should be highlighted. Please go over their agenda with them and sign the bottom. I will be looking at them each morning to be sure they are filled out properly signed. **Please sign your name or initials so that I can read them.**

Homework: The children work very hard during the day to learn material and complete assignments. Because of this, I don't assign extra homework. Homework would consist of unfinished daily assignments, working on projects, or studying for tests. Most assignments are due the next day and are kept in their accordion binder until they are collected as a class. Please feel free to go over the assignments with your child before they are turned in. **Please do not take anything out of the binder to leave at home.** They should plan on an average of 30-45 min. of homework each night. Some nights it might be more or less, but that is the average. If they are continuously having 1-2 hours of work each night, please contact me so we can dig deeper and find the cause.

Late Work- It is important the children complete each assignment on time. We review over assignments before moving to the next lesson, thus giving the children a chance to improve their understanding of the skill or fix any misconceptions. Late work, therefore, hurts the child's overall education and will be marked down. They will receive 80% of the

final grade for the first semester and 70% of the final grade for the 2nd semester. All work, however, is required to be turned in. If your child is having a hard time meeting this standard, we will set up a meeting and create an individualized plan to meet your child's needs and the 5th grade expectation.

Late Work Quarterly Coupons - Four coupons will be given out at the beginning of the first marking period to be used along with a **completed** late paper for full credit. All late work, with or without a coupon, will be marked with an L in PowerSchool. During the second marking-period the children will receive three passes, and then two passes for the last two marking periods each. **Lost passes will not be replaced.**

Second Chance Papers – Sometimes a student needs a second chance to understand a concept and master the skill. If this is the case, they will be asked to fix their mistakes on the assignment and turn it back in for a new grade. I'll attach a slip that has the date it was given back to them, the date it is due, a spot for your signature and an area for them to reflect on their learning. Please go over the assignment with them to answer any further questions they might have. I'll make it as a 60% in PowerSchool with SC in the comment area and Missing next to the assignment. As soon as they return it and it's been regraded, I'll enter the new grade and remove the Missing indicator.

Absent Students – All work they missed will be on their desk stapled behind a copy of the agenda from my website. **They are responsible for completing all work they missed while absent. They are also responsible for turning in any work that was collected while they were gone.** Please help with them with their work. It's unlikely they will be able to successfully complete the assignments on their own.

Scheduled Absences - When given proper notice, I will try to gather as much work as possible for any student who has a scheduled absence. They will, however, be responsible for completing the work that is given to them prior to returning to school. **It will be due the day they return to school for a grade.** If they choose to wait until they return from their absence to gather their work, everything will be on their desk organized by day.

No Name Papers - Any paper turned in without a name, number and date will lose 5 points off the final score. If they are missing their name completely, the assignment is posted in the back of the room for the child to claim. If the no name paper shows up on their missing work report, it will be taken off once they turn in the paper in with their name on it. The grade will be counted in full except for the 5 points.

Monthly Books - The children are required to read one book per month of their own choosing. They must **pass** a test given on-line or in school showing their comprehension of the book. It must be at least a 4th grade reading level (unless prearranged) and be a chapter book. This requirement will be counted as a missing assignment if it's not completed by the end of the month. They will have 15-20 minutes of silent reading 5

days a week to help them complete this requirement (about 3-4 hours a month). **They may also read at home to complete this requirement.**

***** I'm looking for 2 parents that are able to come in once a week each and help run my reading incentive program. It's not hard, and the kids love it. Please consider helping our children learn to love reading by helping with the program. It would be for about 20-45 minutes each week. It involves asking the children some questions about books they have read that aren't on Scholastic Reading Counts and recording the book name.

Spelling: Spelling is assigned on **Thursdays**. The work is due the following **Thursday** to be corrected, and they will take the test on **Thursday** too. They will be tested on 20 words and 5 vocabulary words from the unit. They will also have a chance to earn extra credit with one of the challenge words. I'll also be starting an advanced spelling and vocabulary program after the first marking period. This will be covered and discussed around the time of conferences.

Parties: We will have 3 parties that need planning (Halloween, Winter and End-of-the-Year) and 1 party that we plan for them (Valentine's Day). I'll assign each family a party and they will be responsible for sending in supplies for that party. That list will come home in their first Friday Folder. I will still need parents, however, who are willing to plan the parties and help run them. I'll have a sign-up sheet at Open House.

Please sign and return this portion of the procedures to school as soon as possible.

I have read over the class procedures.

Parent signature _____

I have read over the class procedures.

Student signature _____