

Fourth Grade Class Procedures

Miss Sarah Neeser

Communication

1. Email

The best way to communicate with me is through email. My email address is sneeser@stmarycharlotte.org. You are welcome to email me at any time, and I will answer emails between the hours of 7:30 am and 5:00 pm.

2. Friday Folders

I send home weekly newsletters every Friday. They are sent home in your child's green Friday Folders in the left pocket. This "Neeser News" newsletter will always be brightly colored and on top of any other papers. On the left side of the folders in addition to my newsletter, you will also find any permission slips and/or information from the office. The right pocket will include your child's work that has been graded and entered into Facts. Please do your best to empty the Friday folder every weekend!

3. Behavior Calendars

I also use what I call a "Behavior Calendar" as a form of communication. This piece of paper will stay in your child's homework folder, meaning **it is to go home every night and come back every morning**. On the front will be a calendar of the month with upcoming test and quiz dates, reminders about no school, or anything else special happening. On the back, you will find a behavior code. This details any disciplinary issues we had during the school day. At the end of every day, I will either draw a star for a great day with no major problems, or I will write a number that corresponds to a behavior on the back in that day's calendar square. For example, number 1 on the behavior code is missing homework. So, if your child has a 1 on that day's box on the calendar, it means that he or she forgot a piece of homework. I encourage you to take a look at this calendar often, not only for important dates coming up, but also to check in with your child. It is also a tool for us to detect any behavior patterns that might be occurring. I will have an example of a behavior calendar out at the open house!

4. Class Website

You can find the most up to date information on my class website. The web address is <https://missneeser1.weebly.com/>. Here you will find all of my newsletters, upcoming tests and quizzes, homework, and general reminders. If there is a difference in dates between a newsletter and my website, go with the website. Sometimes dates have to be adjusted before I have time to write another newsletter, so please check in with the website often!

Late Work

Your child will have one day after an assignment is due to make it up with no repercussions. A mark will be made on your child's behavior calendar informing you of this. He or she will receive a point off on the assignment each day that it is late after that. If a pattern of turning in work late forms, we will work together on an alternative system to solve the issue.

Class Parties

We celebrate Halloween, Christmas, and Valentine's Day with parties. I use SignUp Genius as a way for volunteers to sign up for activities or to bring in any treats. Be on the lookout for those links about a month before each party.

If you ever have any questions or concerns, please do not hesitate to email me!

Shaping Hearts and Minds in the Service of Christ