

## How Mrs. James Does Things!

**Hello and welcome to my class! Here is a basic outline of how my classroom is ran and what I expect from my students. I believe I am firm, but fair. I do my best to make sure I am clear in describing the daily behavior I expect to see from my students. I teach them that kindness and respect mean a great deal to me, and that the entire outcome of their day is a result of the choices they make. Of course, I keep in mind that they are still young and have a lot to learn.**

**Seat Expectations:** Before each lesson, I tell my students I want them all to be sitting and listening like “role model” students (this term will be gone over extensively). What I mean by being a role model student during a lesson is: desks clear, hands raised to ask a question or add a comment, eyes and ears on the speaker, treating others with kindness and respect, and they are seated properly in their chairs.

**Hallway Expectations:** My students know that it is very important that we be silent in the halls. I explain to my students that we need to be respectful of the other classes we are passing in the hall, and not interrupt their learning with any noise. I usually give a few warnings before I take points for breaking this rule. **\*Due to covid, all students are to always wear a mask in the halls. The mask must be covering their nose and mouth. No matter if the student is in the hall for a few minutes or if we are traveling to another classroom, they must wear them.\***

**Lunchroom Expectations:** The students are permitted to sit wherever they choose. The students are expected to display manners and not play at the table. Any playing at the table may result being seated in the silent lunch section for a few minutes or the remainder of the lunch period. However, depending on behavior the students may have assigned seats from time to time. **\*Due to times of covid the students are expected to leave one seat between them and those next to them for social distancing. They are also expected to wear their masks through the lunch line and every time they get up from their lunch seat.\***

**Sub/Visitor Expectations:** My students are to treat any visitor or substitute teacher as if they were me. They can receive up to 5 extra dojo points if they give them the respect and kindness that they deserve. If they give the visitor or substitute any behavior issues, I will call or send a letter home as soon as possible to inform you of whatever incident(s) had occurred.

**Homework:** Your child will be assigned homework weekly Monday-Thursday to practice/review skills taught in class. The assignments will be placed in your child’s folder every Monday. I will check to see if their homework is completed each morning, and collect it on Fridays. It is also required that your child complete 75 minutes a week per subject (reading and math) on our school’s academic program, *iReady*. If you do not have access at home, I will be more than happy to work out an after school schedule to help your child get their minutes.

**Daily Folders:** Please check your child’s folder daily take home for homework, any possible letters/fliers from me or the school, progress reports/report cards, and graded papers. I will also have a dojo point log in your child’s folder that will inform you what our weekly goal is to get into the Dojo box, and how many points your child has each day.

**Behavior Management:** I have found that the app, *Classroom Dojo*, works the best for behavior. I love the immediate feedback it gives the kids, and parents get to know how their child’s day was before they even get home. The app also gives us a way of communicating, but I will be on *Remind* as well. I ask that my

parents please sign up for at least one of these apps. Each week the students will have a goal to reach to go to the Dojo box on Friday for a treat. I normally try to give a few warnings before deducting any dojo points. **However, this does not apply to inappropriate language, hitting, or taking things that do not belong to them. I have a zero tolerance for those actions.** I do reward honesty. If the student is honest about their actions, they are likely to receive a lighter consequence. I believe in teaching them to take accountability for the things they do is very important. If your child has any additional behavioral needs, please let me know so I can best serve your child.

**Attendance:** Students are permitted to enter the building at 7:45. From there, they can eat breakfast. As per Gracewood's schoolwide rule, all students are to be in their classroom by 8:15. All students that enter the classroom after 8:15, will have to be marked tardy unless they are arriving on a late bus. It had been brought to my attention in prior years that some parents were unaware that students are also marked tardy when they are signed out early. When a student is signed out early, the computer automatically marks them tardy. I can approve tardies and absences with a doctor's note and up to 5 parent letters.

**Going Home:** As per administration, it is required that if there is going to be a change in the way your child goes home that you send a note with your child to school. **I may not take phone calls, texts, dojo or remind messages or emails.** All bus rider parents are also encouraged to download the Safe Stop app to keep track where your child's bus is in the afternoon in order to be present at the bus stop when your child arrives.

**Take Home Papers/Classwork:** Please be on the lookout for graded papers. Graded papers are to be looked over, signed, and returned. Each student will get a dojo point for returning their graded papers signed the next day. There will be double dojo points when the whole class brings in their papers.

**How to Contact Me:** Dojo, Remind, email ([coleje@richmond.k12.ga.us](mailto:coleje@richmond.k12.ga.us)), a letter/note, or you can call the school at (706) 796-4969

**\*\*\*Dojo Info. As Promised on My Meet the Teacher\*\*\***

I will have two computers up and running all day long. One will be used to manipulate my lessons, and the other will be strictly for dojo. I will be able to use my teacher laptop's touch screen to give and take points throughout the day. I will also be able to see your messages on my smart watch and on my laptop. I promise to answer them as promptly as possible.