

## Mrs. Ramirez's Daily Classroom Procedures

### Morning Lineup

The gates will open at 7:45am. Students may enter and play on the playground until the bell rings at 8:05am. Our class will line up in front of the 300 building by the number thirty-two (32). The numbers are spray painted in black on the sidewalk. I will walk the class in when the bell rings.

### Agenda

We will be providing agendas to students. They will be sent home every day. Each day the students will list the assignments given. Any assignment not completed will be highlighted by the student so that the student remembers it is homework for that night. Additionally, if I have a special note for the parents I will write it at the bottom section for that day. Please feel free to do the same if you have a question or comment! ☺ **A parent or guardian must sign the agenda each day!** I check each agenda daily, and will respond to any question that same day. This notebook is also used as a daily update to describe your child's behavior and work habits. It is the student's responsibility to remember to return the agenda daily, and to ensure that they are signed.

### Communication

The agenda, website, telephone calls, notes back and forth, and email are all forms of communication to keep you updated on what is happening at school with your child. Email and my web page are my main tools for communication. Please refer to my web page to answer any questions you may have. (\*You can access it through the Cortina website by clicking on "Teacher Pages.") I update my web page weekly and post many important updates, as well as spelling words and other key information. Also, please feel free to call my classroom voicemail and leave me a message. I will return messages as promptly as possible. I am also happy to set appointments with you as necessary. **My email address is [lydia.ramirez@husd.org](mailto:lydia.ramirez@husd.org), and my voicemail is 480-279-7875.**

### **Homework Folder/Homework**

This folder is for parents and the teacher to communicate as well and for students to take papers, homework, important notices and other notes to and from school. This folder should be checked **every day**, and it should always come back to school with your child. It is a great way for children to become organized and responsible. My homework policy is very simple. ☺ Reading and spelling will be the main homework every night. As fourth graders, students should be reading a minimum of 20 minutes every night. This will increase as the year progresses. A reading log will be sent home weekly, and the students are to record what they read, for how long, the book's name, and a parent's initials. The students will also get a worksheet to take home every night on the lesson taught in class for extended practice. The purpose of homework is two-fold: to reinforce what we have learned in class, and to teach responsibility. There is no homework the first week of school.

### **STAR of the Week**

The STAR of the Week is the special person focused on each week. This is a wonderful opportunity for the class and the teacher to get to know each other better. The STAR of the Week is able to share pictures, interests and hobbies with the class. You will be notified the Friday prior to when your child will be the special student.

### **Recess**

Fourth grade will be going to recess before they eat lunch in the cafeteria. Please apply sunscreen every morning, and send your child with a hat, sunglasses, and plenty of water to drink. If the weather is too hot, we will have indoor recess. Please label everything with your child's name.

### **Snack**

We will be having snack in the mornings. Please feel free to send a healthy snack for your child to eat. Please do not send candy, chips or other sugary foods for snack time. Thank you!☺