

# Mrs. Clark's Class Information

Dear Parents,

I am looking forward to a wonderful year with your student! I hope that this note will answer some questions you may have about our class. Let's work together to make this year great for your child!

Sincerely,  
Mrs. Clark

## **Absences**

If your child is absent, please call the office to let them know. If it's a long-term absence, please make arrangements to have class work & homework picked up after school. I would be happy to send it home with a sibling or friend. If you are going on a vacation, I will be happy to collect all of your child's work, and will have it ready when he/she returns.

## **Attendance**

Classroom doors open at 8:10 am. Students should be prepared, and in their seats at 8:20 when attendance is taken, and instruction begins. If your child is late, he/she needs to check in at the office first before coming to class.

## **Birthdays**

Each child has the opportunity to be our "Spotlight Student" on his/her birthday (or half birthday). Your child will receive a note telling more about this special way we celebrate. Students may bring a treat or a favorite book to read to the class if they wish. We usually hand out treats at the end of the day, but you are welcome to send it in the morning with your child.

## **Contacting Me**

I hope you will feel free to call me when you have any questions or concerns. I can be reached at Lakeview (374-4990) before and after school. You can also send me notes in your child's homework folder or by e-mail [jennifed@provo.edu](mailto:jennifed@provo.edu).

## **Discipline**

I love teaching, and have high expectations for appropriate behavior in my classroom. I do my best to make our class a positive & calm place where children feel safe to learn. Our basic rules include:

1. Be a Friend to Everyone
2. Show Respect
3. Do Your Best
4. Be a Good Listener
5. Be Honest
6. Follow Directions

I love to reward positive behavior! I enjoy showing the students that good choices make a difference, and help them to become responsible students. When a student

is having a hard time making good choices, there are consequences like missing recess or a special privilege. I will always contact you if there are any serious concerns.

## **Homework**

Your child will receive a homework folder that will be sent home at the beginning of each week. I'll also send 2-3 reading books for your child to practice throughout the week. Books and folders are due back every Friday. I ask that parents take the time to sit down with their child to review his/her homework and listen to their child read. I will explain our homework procedure more at our 1<sup>st</sup> SEP Conference, and will begin sending homework in the middle of September.

## **Recess**

Students are encouraged to play outside, unless a "Red Flag" recess is called due to poor weather. If your child is sick, and you'd like him/her to stay inside, please send me a note. Students should dress appropriately according to the weather. I also encourage the children to use part of their recess time to use the restroom and get drinks.

## **Staying Informed**

On Mondays I will send home a "Weekly Update" note. It includes the week's spelling list, current topics of study, upcoming events, and a short note from me. This will help to keep you informed, and may provide some ideas of things you can help your child work on at home. I also put these updates on my class webpage so they are available to you if needed.

## **Volunteers**

I'd love to have you be involved in our classroom! You can become involved by listening to children read, quizzing kids on basic facts, helping with class parties, etc. If you're interested in volunteering please visit with me!

## **Helping your Child Succeed**

Encourage your child to be prepared with homework and arrive on time. Practice basic math facts and spelling words together. Talk with your child about school, find out what he/she is learning or may need extra help with. Read daily with your child, and visit the library together often. Let your child know that school is important!

