

Dear Parents/Guardians,

Welcome to 5th grade! I am Mrs. Hodys and I am excited to start the new year! 5th grade is a year full of changes and new challenges for your student. I am eager to start this journey with you and your child. Please take a moment and read through this packet with your child and **sign and return** the last page by: **(August 31, 2017).** If any questions or concerns arise along the way, please do not hesitate to contact me at (815) 464-2285 or email me at jhodys@summithill.org

 Sincerely,

 Mrs. Hodys

**Webpage**

My webpage can be reached at [www.summithill.org](http://www.summithill.org) Once on the district homepage click on Hilda Walker School, then select “Staff”, finally select “Mrs. Hodys”.

I will post any important information, updates, reminders, and weekly assignments on this page. Several resource links are also available for students/parents (i.e. math practice links, spelling city, etc) (Information can change at any time)

**Grades**

Grades will be updated weekly. It is important to track your child’s progress so that we can work together to help him/her succeed. Please contact me with any questions/concerns.

**Absent/Late/Missing Assignments**

When a student is absent, it is the responsibility of the student to get his/her absent work. It is also the responsibility of the student to turn in any work that is late/missing/absent in a timely manner. Students who are absent will be given an extra day per day of absence to complete the assignments. (See student handbook for more details)

Requests for homework should be made to the office before 11 AM and picked up at the end of the school day.

\*Parents will be notified about missing/incomplete assignment(s) through a Walker Homework Notice(Pink Slip). **The homework form and missing/incomplete assignment(s) is to be completed and returned the next day.**

\*\*Incomplete/Missing ASSIGNMENT NOTICE must be returned with parent signature along with completed assignment. If student has completed assignment, but does not have the signed slip, student will sit out of intramurals until slip is returned to school.

\*\*Three (3) incomplete/missing assignments will result in a lunch detention (minor). \*\*Three (3) minors will result in a detention after school (major)

**Morning Routine**

1. Unpack backpack.
2. Sharpen 2-3 pencils for the day.
3. Turn in any notes/homework into appropriate bins.
4. Complete morning work page and turn in/prepare for the day.
5. QUIETLY listen to morning announcements.

**Dismissal Routine**

1. Fill in assignment notebook.
2. Have books/assignments ready on your desk.
3. Check your mailbox quietly.
4. Get your belongings and pack up.
5. Clean up your desk/area (even if it’s not yours).
6. Read a book or work on an assignment until your bus is called.
7. Leave the room quietly.

**Bathroom/Drink**

1. Only ONE boy/girl at a time.
2. Assignment notebook needs to be signed.
3. Sign-out on the chart.
4. PLEASE try to go at appropriate times (upon arrival, independent work time, etc).

**Finished with Work?**

1. Take a look at the “I’m Done Now What?” board.
2. Double check your work.
3. Read a book.

**Sharpening Pencils**

1. Pencils can be sharpened in the morning upon arrival.
2. Independent work time.
3. PLEASE have 2-3 pencils sharpened and ready at your desk.
4. Sharpen at appropriate times, never sharpen a pencil during a lesson or while someone is speaking.

**Papers/Notes/Homework**

1. Turn in all papers to appropriate trays (Notes, homework, permission slips, etc).
2. Please turn in papers in a timely fashion (important forms, missing assignment slips, etc).
3. Never place papers directly on my desk, all papers will have an appropriate turn-in tray.
4. EXTRA COPIES – If you are missing something, please look in the EXTRA COPIES. folder. IF you do not see what you need, ASK.

**Test Taking**

1. Students will use folders to create a private, quiet area.
2. Students will remain quiet until everyone has finished.
3. Make-up testing will sometimes need to be done during intramurals

**Emergencies/Drills (Fire, Weather, Lockdown)**

1. Procedures will be reviewed regularly.
2. Students are expected to follow the important safety rules and expectations during drills and/or emergency situations.

**Other important information**

1. Always have a book to read available at your desk
2. If your assignment notebook has to be signed by the teacher, it is the responsibility of the student to bring it to the teacher.
3. Food is to be eaten in the lunchroom.
4. Water is the only beverage allowed in the classroom. It must be in a container that has a lid.
5. When classroom phone rings, students are to immediately stop talking.
6. Sometimes important announcements need to be made during the day, when an announcement is being made, students will need to immediately stop talking.
7. When a substitute teacher is needed, ALL expectations and rules still apply.
8. **REMIND APP** - this is a new feature I am trying out this year in hopes of keeping communication with parents/students. REMIND is a great tool in receiving text notifications/reminders from the teacher. DIRECTIONS to sign up will be sent home and/or can be found on my teacher page under “links”

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**Please sign below and return to school by August, 31st. By signing, you acknowledge that you have read through these procedures and policies with your child.**

**Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To better help your student in the learning environment, it is important that we communicate and work together. If at any point you have questions or concerns please contact me 😊**