**3rd Grade General Policies- Updated 8/29/16**

**My Contact Information:**

Megan Galarza

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School Phone #: 310-329-7170, ext. 415

School Website: http://www.stanthonygardena.org/wp/

Parent/Student Handbook: http://www.stanthonygardena.org/wp/parentstudent-handbook/

**Homework:**

* All homework assignments must be turned in by their assigned due dates. Effort notices will be given out to students who do not turn in an assignment. The missing assignment(s) is due the following day. If the assignment(s) is not turned in, points will be taken off (one point for each day that it is late). Late assignments will not be granted full credit.
* Homework will be given daily Monday through Thursday. Sometimes projects will need some weekend work, but plenty of time will be given in advance to plan for this weekend time.
* Homework will be posted on the class website daily.
* All homework assignments must include a proper heading: name (first and last), number, and date. Points will be taken off from assignments that are missing a name, number, and date.

**Tests/Quizzes:**

* Spelling tests and Religion quizzes will occur every Friday, or the last day of the school week, unless otherwise stated.
* At least two days notice will be given for tests in other subjects. Review sessions will occur the day before a test is given.
* Make-up tests will be arranged for students upon return from an excused absence.
* If students receive below a 70%, parents MUST sign and return the test.
* Test corrections will be allowed if a student would like to improve his or her grade. If students would like to make test corrections, they need to turn in the signed test on Wednesday. I will then make a blank copy of the test and highlight the questions they missed. They will take this home and make corrections that will be due on Friday, along with the original test. They will receive half credit for each corrected problem. For spelling, students need to write each missed word three times in order to do corrections.

**Grades:**

* The school’s grading scale is:

|  |  |
| --- | --- |
|  **Subject Areas*** + A (93 -100)
	+ B+ (90 - 92)
	+ B (87 - 89)
	+ B- (85 - 86)
	+ C+ (80 - 84)
	+ C (75 - 79)
	+ C- (70 - 74)
	+ D (65 - 69)
	+ F (0-64)
 |  |

* Grades are updated regularly on GradeLink.

**Work Sent Home:**

* Every Tuesday work from the previous week will be sent home. Please look over the work with your child, especially discussing test correction options if needed. Occasionally, I will ask for students to return certain tests or other assignments. Otherwise, you may keep everything at home.

**Behavior Policy:**

* The “Behavior Chart” has a space for all students to keep track of how their day is going.
* Pink = Super Student
* Purple = Great Job
* Blue = Good Choices
* Green = Ready to Learn
* Yellow = Think About It
* Orange = Teacher’s Choice
* Red = Parent Contact
* Everyday students will start with their clip on green. They will have the chance to move their clip above green and earn tickets that can be redeemed for prizes at the end of the trimester. Students will move their clip below green when their behavior does not match classroom expectations or the class rules. Another teacher (e.g. PE or Music) may also move student clips.

**Absences/Tardies:**

* Students will be marked tardy if they are not in line by 7:50 A.M. If a student receives three tardies in one trimester, they will serve “Tardy Time” on Wednesday from 1:30-2 P.M. This does not affect Citizenship.
* Please contact the school and myself by 8:30 in the morning to let us know if your child is going to be absent that day.
* Upon their return, students MUST bring a doctor’s or parent note.
* Students will return to school and find a folder of papers that were passed out on the day(s) they missed.
* If you would like (and I encourage), homework may be sent home. Homework can be arranged to be picked up at the office, sent home with a sibling, or picked up in the classroom by 3:30 p.m.

**Uniforms**

* Please refer to pages 60-66 of the Parent/Student Handbook for our uniform policies. Students found not following the uniform policy will receive a warning. If they still do not follow the policy, they will receive a uniform slip to be signed and returned the next day.
* In cold and rainy weather, students are allowed to wear non-uniform jackets, as long as they are within the school colors (navy, gray, black, etc.). There should be no bright colors or patterns on outer jackets.
* If students choose to wear a long-sleeve shirt under their uniform shirt, it should be a solid color (navy, gray, white, etc.) with no patterns or bright colors.
* Students may bring hats and gloves to school as long as they are in the same color scheme as our school colors (navy, gray, white, black, etc.). Hats and gloves may not be worn in the classroom, but may be taken out at recess and lunch.
* Three uniform slips equal a detention as per the handbook

**Birthday Policy**

* As stated in the handbook: We recognize the importance of celebrating birthdays but at St. Anthony we also want to promote a healthy lifestyle. Please cooperate with our new policy for birthday celebrations. It is recommended that to be fair to everyone, we limit what is acceptable for school parties. For each child, parents may bring one healthy treat and drink (water or juice pouch is recommended, no sodas). You must coordinate with your child’s teacher ahead of time to confirm if you will be bringing something for your child’s birthday. Please bring enough for the whole class and the teacher. Before you schedule something or bring a treat (the time and type of treat/snack) must be cleared with the teachers. Most teachers will have a celebration at either recess or at the end of the day, but to avoid overlap with other classes, please give teachers advance notice. For bday parties held outside of school, no invitations can be passed out at school unless all students in the class are invited. If you invite one, you must invite all, no exclusions. The limit on parties at school is 15 minutes. Please do not bring cakes, cupcakes, Krispy Kremes, etc. If you bring pretzels, fruit cups, veggies, or good bags, only store-bought treats are allowed because some children may have allergies. Keep in mind that some parents cannot afford big parties so we want to remain fair to all families. There will be no eating in classrooms for parties, only on the benches outside. If teachers ever allow student to eat in the class, the whole class is responsible for cleaning it and making sure the trash is taken out by the end of the day to avoid rodent and pest control issues.