**Classroom Procedures** 

Class Website

 Our class has a website that can be reached through the Foxborough Public Schools website: http://www.foxborough.k12.ma.us or directly: http://mrslutz207.weebly.com/

I try to keep this site updated with news and information regarding coming events in fourth grade and our class activities. Our class schedule is posted. Student work may be posted throughout the year. **This list of procedures and information will be posted also under “Parents Need to Know”.**

Seesaw

 **Please watch for further communication regarding Seesaw**. This will be the platform we will use to send out family communications and to give you snapshots into our daily classroom life! 😊

Homework

 Daily math and reading homework are given Monday through Thursday as a follow-up to what has been done in class. Assignments are posted in the classroom on the homework board. Students are given time at the end of the day to write down the assignments in their agendas. Occasionally there may be homework over a weekend or vacation if there is a long-term project assigned. A note will be sent home notifying parents or guardians if late or missing homework becomes a problem. The note must be signed by a parent/guardian and returned. The missing assignment must be completed by the student either at home or during another free time. The goal for the nightly homework is for students to receive extra practice in the skills they are learning in class. If homework is causing tears or extra frustration at home, please have your child bring in the problems and we can work on it together in class!

Open House

 The Igo School will hold its annual Open House for parents/guardians and students on September 14th from 6:00 P.M. to 7:15 P.M.

* **6:00-6:30 Families with last names M-Z**
* **6:45-7:15 Families with last names A-L**

Parent/Teacher Conferences

 Parent/Teacher conferences are scheduled for the afternoons of November 20th and 21st, Monday and Tuesday. A sign-up sheet will be available at Open House for scheduling an appointment. If, for any reason, you feel the need to speak with me at any time during the school year, please feel free to call, email, Seesaw message, or send in a note. My phone number is 508-543-1680 ext. 51207. My email address is: Lutzc@foxborough.k12.ma.us

Snack

 Our lunch in fourth grade is not until 1:10 PM and by this time stomachs are growling, so we will have 10-minute snack time in the morning. Please pack a healthy snack for your child each day to help her/him remain energized and focused all morning long. Please do NOT send a snack that contains PEANUTS to class as we are a peanut free school.

Water bottle

Please send your child in with a water bottle each day! The kids work very hard all day long and should be staying hydrated throughout the day.

Holiday Parties

There will be a classroom celebration preceding the start of the December holiday break and an End-of-the-Year celebration on or near the last day of school. Our Room Parents will be in charge of helping to organize the celebrations and asking families for donations. These plans may change as our school guidelines change! More information to follow. **Look for a signup sheet at open house!**

Birthdays

Due to the increasing number of food allergies in the classroom and throughout the school, food is not allowed in the classrooms for birthday celebrations. We will recognize a child’s birthday with well wishes and a song. If your child wishes to share something with his or her classmates to celebrate a birthday, he or she can bring in special pencils, erasers, etc. for each child in the classroom, but this is not a requirement. We currently have 20 students in the class.