

NADI SANGAM PRIMARY SCHOOL

CLASSROOM MANAGEMENT/POLICIES/DISCIPLINE

Students are required to conduct themselves in an appropriate and safe manner at all times in the classroom.

This includes, but is not limited to the following:

- Show respect to your teacher(s), administrators, and classmates.
- Keep your hands and feet to yourself at all times.
- Respect each others' personal space and belongings.
- Turn in homework/assignments on time.
- Bring your appropriate school materials to class daily and be prepared to work and participate.
- Leave your seat only when necessary.
- Do not talk out of turn. Raise your hand and wait to be recognized to speak.

DISCIPLINE

This approach applies to behavioral and academic infractions.

First Warning: *A verbal warning is given.*

Second Warning: *Behavior Notice written or emailed to the parents.*

Third Warning: *Discipline Notice- BY H.T*

STUDENT FOLDERS

This folder is only for taking home graded exams and/or important information that require a parent's signature. Folders will be sent on a weekly or bi-weekly basis, usually every Monday/Wednesday and will be collected the following day. Students are responsible for maintaining their folders in good condition. Lost or damaged folders must replace personally.

HOMEWORK NOTEBOOK

The students must have a separate notebook for writing down assignments and important dates. It is also a good way to communicate regarding issues about your child. Parents or guardians sign each day of the notebook to ensure that you have checked or are informed of your child's assignments or school activities. Signatures will be checked during the week. Considered as part of homework, failure to sign planner/assignment notebook 2 days out of the week may result in a disciplinary notice.

HOMEWORK/CLASS WORK/EXAMS

****All work must be completed in BLACK or BLUE ink ONLY, or pencil for Math / drawings (unless otherwise specified), or TYPED (if specified).**

Homework – Assigned on a daily basis for the core subjects. Additional homework will be at the teacher’s discretion. It is expected that students return homework the next day or on the due date assigned, completely and neatly done.

Class work – Students are assigned class work in class and is collected at the end of the subject/period. Class work is a significant part of your child’s overall grade. Work that is not completed in class will need to be completed at home, in addition to the regular homework.

Exams – Quizzes (including unannounced quizzes /“POP quiz”) and unit tests are given depending upon the length and depth of the subject matter. At least one day notice for scheduled quizzes and at least a week for unit tests will be given. Upon teacher’s discretion, students may be provided study guides for tests and after school review sessions the day before or the week of the exam. **You will be responsible to schedule a make-up exam or missed/late or make-up tests due to absence or special circumstances.**

SCHOOL POLICY

Students are expected to arrive to school in appropriate uniform at all times, except on school approved “free dress”- mufti days. Failure to follow dress code (and other school policies) will result in disciplinary action/notice.

ABSENCES/TARDIES

Students must return from an absence with a doctor’s note or a valid and signed note explaining the student’s absence. Each day of the school year is very important and there is important knowledge and information exchanged or presented every day. Please try your best to make sure your child attends each day. **Students are responsible for asking the teacher about missed work.** In addition, students are to be in school by 7:30-8.00AM. **Students who arrive after 8 a.m. are considered late.** They are expected to get the Late Slip at the school office. No student is allowed to go to class without the Tardy Slip.

Classroom policies are set to create a peaceful and harmonious environment in the classroom, as well as to help foster responsibility in the students. They may change according to the overall climate and needs of the class.

YOURS IN EDUCATION

CLASS TEACHERS

u.f.s

NAVNEET NILESH KUMAR- HEAD TEACHER

I have read and discussed the CLASSROOM POLICIES with my child. I will work with him/ her to make sure that these are followed. I/We assure you that we will abide and cooperate to the fullest.

PARENTS NAME: _____

PARENTS SIGNATURE: _____

DATE: _____

YEAR: _____

STUDENT’S NAME: _____

NASARAWAQA PRIMARY SCHOOL

BEHAVIOR NOTIFICATION FORM

NAME: _____

PLACE: _____

CLASS/ YEAR: _____

DATE: _____

TIME: _____

BEHAVIOR PROBLEM OF YOUR CHILD AT SCHOOL (WHAT HAPPEN)

COUNSELING BY H. T/CLASS TEACHER AT SCHOOL

WHAT COUNSELING DID YOU GIVE AT HOME TO SOLVE THIS ISSUE

PARENTS NAME: _____

SIGNATURE: _____