**D.O.T. Binder**

Your child will receive a D.O.T. (Daily Organizational Tool) binder. **This needs to be brought to school each day, taken home each day, and emptied each day.**

It will contain:

Monthly behavior calendar with school events

Graded work

A pocket for important notes home

Homework

Pages in the back to communicate comments/questions/concerns

**Homework**

Homework is a graded activity, to be completed by your child. Parents may ***GUIDE*** his/her child with directions, but please allow your child to take risks and complete his/her homework as independently as possible. **If your child does not complete or consistently complete homework, it will negatively affect their grade.** This applies to both Math and Spelling homework.

Homework is due and only collected each Friday:

* 4 different spelling activities (one per night Monday-Thursday)
* A math page per night

**Snack/Water Bottle**

We have snack daily! Please be sure to send a **healthy** snack for your child **each** **day**. Additionally, if your child is in aftercare, you may consider sending a second snack. Students tend to get hungry, and we do not have a class snack as in Kindergarten. You will be responsible only for your child’s snack. Students are not to share their snacks. If a student does not have a snack, they will not be provided one. I also suggest bringing a water bottle labeled with your child’s name, as students get hot during recess and P.E.

**Morning Procedures**

* The main building opens at 8:15. Students may not congregate outside the gates before school.
* Parents may not walk their children into the building.
* School begins promptly at 8:40

**Dismissal Procedures**

* We will have dismissal via carline. Carline numbers will be provided to each family. Students will be dismissed from the front of the school.
* Bus riders will be dismissed from the gym.

Thank you for your support and cooperation!

**Communication**

There are several different methods I will use this year.

* Class website- This is updated each week. It will contain a calendar of important upcoming events. Spelling words and activities will be posted here as well. Essential forms and documents, such as field trip permission slips, will be available.
* D.O.T. Binder- This is how I will send home hard copies of important documents (field trip forms) and homework. Notes can be written in the back few pages of the binder.
* Email- My email address is [burnetteh@platoacademy.net](mailto:burnetteh@platoacademy.net). If you have checked the class website and the information you need is not there, feel free to send me an email. If it is sent during the school day, I may not be able to respond immediately. Please allow 24-48 hours for a response.

**Attendance/Tardies**

**Attendance is very important.** Please have your child on time at school unless sick, doctor’s appointment, or an emergency. **When absent, a note is required or it will be marked as an unexcused absence.**

**Any student who is not in class by 8:40 is considered tardy and will be issued a tardy slip. Tardies accumulate to form absences; every three unexcused tardies result in an absence.** Tardies not only affect your child, but the flow of our classroom and the other students. Please strive to have your child on time for school consistently.

**Students are only allowed 3-5 absences (excused or unexcused) per quarter.**

**Numerous absences and/or tardies can result in parents/guardians being contacted by the school and other authorities (State Department of Children and Families), as well as a possible loss of enrollment preference for the following school year.**

**Grades/Report Cards**

Your child will earn grades based on homework/assignments, tests, classwork, and participation. You can access grades and report cards using the Pinellas County Focus Student Information System. Please make sure you set up a Focus account on the Pinellas County School Board website at [www.pcsb.org](http://www.pcsb.org). Click “Focus” and then the green box that says “Create a Parent Focus Portal Account.” Any questions you might have can be addressed by our front office staff.

**Dress Code**

Please dress your child in accordance with our Plato Academy dress code as described in the Student/Parent Handbook. This includes rules about shoes, jackets, and Friday uniforms as well as consequences for violations.