**Communication Folder &**

**“Homework Sandwich” Note**

**Ms. Farr**

Dear Family,

Starting today your child’s weekly Communication Folder will be sent home once a week. You can expect to see it tucked inside the “homework sandwich.” The homework sandwich includes the planner and homework folder on most days. Students are taught that the communication folder is for parents to open first when sent home and teachers to open first when returned to school. Please reinforce this policy at home with your child so important papers always reach the eyes and hands of an adult first.

The **left pocket** of the communication folder will have graded papers and other papers that need to be *signed/completed and returned to school* ***the next day***. Graded papers are kept on file in the classroom until the end of each quarter. If you have a question about a grade, please write a note on the top of the stack and I will reply with the action that was taken.

The **right pocket** will be filled with miscellaneous papers that should be taken out and kept at home for your reference. If these papers are returned to school I will discard them to make room for new papers going home the following week.

***After reviewing your child’s graded papers turn the communication folder over to the back and sign/date it on the provided lines.***

Your child’s planner is the most important link between home and school. In it you will find a record of daily behavior, assignments that have been copied from the board by your child, the homework folder with the reading log and any homework sheets, and weekly spelling words that have been written by your child and double-checked by my TA, a parent volunteer or me. Phone calls home are saved for extreme situations and urgent questions from Ms. Farr. My preferred method of parent/guardian contact is via email.

You can help a great deal by reviewing your child’s planner and homework folder (the HW sandwich) every evening. I ask that you ***please sign the planner each evening on the right side***. This will let me know that HW and daily behavior was reviewed at home by a parent/guardian. Please avoid writing long notes in the planner so there will be room for teacher communication/behavior notes. If long notes are needed, please write them on paper or send me an e-mail. I will do the same if I need to write a long note about something.

Finally, when money is sent to school, please write a note in the planner about how much money was sent, what it is for, and where it can be found (your child’s pocket, book bag, HW folder, etc.). Student money is not to be kept on desktops to avoid loss.

Thank you in advance for helping to make this a wonderful year for your child.

Ms. Ruby Farr

353-5270 or farrR@pitt.k12.nc.us

**Please detach this slip. Complete, Sign/Date and Return to school as soon as possible.**

I have read and reviewed the Communication Folder and Homework Sandwich note from Ms. Farr.

Printed Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write any comments or questions you have about the Communication Folder or Homework Sandwich and I will reply in a timely manner:

**-----------------------------------------------------------------------------------------------------------**

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Printed Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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