NEUSE CHARTER SCHOOL

September 18, 2026

Dear 3rd–5th Grade Families,

As our students grow, we want to help them develop the skills they need to become responsible, organized, and independent learners. Therefore, beginning Monday, we will implement consistent expectations across grades 3–5 to help students learn and strengthen important executive functioning skills such as planning and organization, task initiation, and time management.

## Agendas

Students will write their homework, assignments, and important reminders in their agenda daily. Teachers will check agendas daily to ensure students have written down the necessary information before leaving school.

Here is where we need your help. Please review and sign the agenda each night. Your signature acknowledges that you have seen your child's agenda and are aware of any homework, assignments, or reminders.

Our goal is to establish a simple and consistent routine where students write down their assignments, teachers check their agendas, parents review and sign them each evening, and students return their agendas to school the following day.

While teachers and parents will provide support, we want students to take greater ownership of school assignments, complete their work, and come to school prepared each day.

## NCS Late Work Policy

Also, beginning Monday, we will consistently implement the NCS Late Work Policy. Assignments turned in late will be graded as follows:

- **1 day late:** 10% grade deduction
- **2 days late:** 20% grade deduction
- **3 days late:** 30% grade deduction
- **4–5 days late:** 50% grade deduction
- **6 or more days late:** Zero on the assignment

The daily agenda will be an important tool to help students track due dates and deadlines. Additionally, the agenda will help our families plan effectively for projects, tests, and quizzes.

## Help Build Executive Functioning Skills at Home

Executive functioning skills include organization, time management, planning, remembering responsibilities, completing tasks, and problem-solving. These skills take time and practice to develop. Families can help reinforce the development of each skill at home by:

- Establishing a consistent homework routine:
    - Choose a regular time and place for completing schoolwork.
- *Having your child check the agenda first:*
    - Instead of immediately telling your child what needs to be done, ask, *"What does your agenda say you need to do tonight?"*
- Creating a backpack routine:
    - Once homework is complete, have your child place finished work, folders, and the signed agenda directly into the backpack.
- Preparing for the next day the night before:
    - Encourage your child to gather everything they will need for school before going to bed.
- Using simple checklists:
    - A short checklist can help students remember homework, folders, agendas, lunch boxes, water bottles, and other daily necessities.
- Breaking larger tasks into smaller steps:
    - Encourage your child to determine what needs to be completed first, next, and last.
- Encouraging problem-solving:
    - When your child forgets something or makes a mistake, ask, *"What can you do differently tomorrow?"* This helps students learn from mistakes and develop responsibility.
- Celebrating independence:
    - Recognize when your child remembers an assignment, plans ahead, completes work independently, or comes prepared without being reminded, and celebrate their accomplishment.

Our students are still learning these skills, so they will certainly need reminders and support along the way. However, our goal is to begin shifting more responsibility to students as they progress through upper elementary.

When teachers and families work together to set consistent expectations, our students can develop strong habits that will set them up for success. Thank you for your partnership and for supporting us as we work to develop responsible, organized, and independent learners.

Sincerely,

**Samantha Dunn**
Lower Academy Director
Neuse Charter School
*Every Child Every Day*