

Fourth Grade Survival Guide 2011-2012



Student Planners

All homework is recorded daily in the student's planner. The student planner is the primary source of homework information.

I will indicate missing work in the student's planner using red pen. I will remind the student at the end of that day to take home the necessary materials. Beyond the first day work is late, remembering to take home the necessary materials is the student's responsibility.

Assignments will be posted daily on my website. Each day's assignments will be posted prior to my leaving school for the day, however, the student planner remains the primary source for homework. Assignments are posted on the website for emergencies and clarification.



Binder

Homework begun in class or in the form of a worksheet can be found in the side of the folder labeled Homework located in the student's binder. Completed homework should be placed in this folder at night to make finding it the next day easier.

The "Take It Home" side of the folder contains graded papers and notes and should be emptied every night. It is your child's responsibility to show them to you and your responsibility to ask for them if your child forgets.

The pocket dividers will hold work in progress and papers that will be needed in order to study for quizzes and tests. Papers should not be removed from the binder. If you have a question about papers in your child's binder, please send them in with an attached note.

Homework

Work completed on notebook paper should be headed with the student's name, number, date, subject, and assignment including the page and problems assigned. Worksheets and workbook pages only require a name and date.

All work is to be completed in cursive unless otherwise directed. This excludes math work, charts and tables, graphic organizers, maps and posters. These assignments may be completed in manuscript.

Papers turned in without names will be posted on the "No Name" board. Papers claimed by the end of the day will receive full credit. Papers not claimed by the end of

the end will be stored in a file. No name papers found in the file will result in 10% being deducted from the effort grade in the subject of the assignment.

All homework is due on the assigned date. Late points will be marked at the top of the late assignment but deducted from the effort grade (100 points a quarter). An effort grade will be given in each subject.

Not complete or in school on the day due – 5%

Two days late – 10%

Three days late – 15%

Work four or more days late – 20%

Conduct grades also take into account the frequency of missing and late work.

A final due date for the quarter will be announced and no missing work will be accepted after that date. Missing work will be recorded as NC on Edline until end of the quarter. All NC grades will then be recorded as U's.

Per St. Mary policy, absent work is not given ahead of time to students who are going on vacation.

Absent work is due within the same amount of time as days absent. If you wish absent work to be picked up or sent home with another child, please let me know in the morning so I have ample time to write out the work and gather the materials.

Grammar Grades

The state of Michigan's English standards require students be able to apply grammar and spelling rules to their daily work. In order to assess this skill, work will be randomly graded for a grammar grade.

Each student begins the quarter with 100 points toward a grammar grade. Assignments randomly graded for grammar will be evaluated for spelling, capitalization, punctuation, sentence formation, or a combination of these.

Percentage points will be deducted for errors in these areas and marked at the top of the page next to the initials GG. These points are deducted from the 100 points for the quarter and will be averaged into the English grade as a quiz score.

Students will often be told when a grammar grade will be taken and what skills will be assessed. However, several "surprise" grades will be taken during the quarter.

Tests and Quizzes

One week's notice will be given for all tests. Study guides will be sent home and posted on my website a week before the test.

Notice for quizzes will be a day or two before the quiz. Most quizzes will not require a study guide. Instead page numbers or concepts will be recorded in the planner and posted on my website.

Edline

Grades are posted on Edline every Wednesday evening. They are available for your viewing on Thursday of each week.



I cannot guarantee daily assignments, tests, and quizzes given on Tuesday will be posted on Wednesday. Grades on projects usually take a week or two to grade. These grades will be posted as soon as the project is graded.

A final due date for the quarter will be announced and no missing work will be accepted after that date. Missing work will be recorded as NC on Edline until end of the quarter. All NC grades will then be recorded as U's.

Email

I check my email before leaving school each day. I will respond to all emails within 24 hours of receiving them except for emails sent or received after 4:00 on Fridays. Weekend email will receive a response on Monday.



Grading

Some work will be graded using an effort scale.

++	100%
+	96%
√ +	88%
√	77%
√ -	65%

Some work will be graded together in class. Work graded by students will contain two marks; a solid red dot indicates a correct answer and an X indicates an incorrect answer. This procedure helps students maintain their focus and promotes accurate checking.

If you have a question regarding a grade please send in the paper with a note attached. I will be happy to double-check the paper.

Homework carries a weight of one. Quizzes and tests carry a weight of two. Some assignments and projects will be counted as test or quiz grades. This will be indicated when the assignment is given.



Class Expectation and Procedures

The class expectations and procedures should be followed at all times in and out of the classroom. These expectations and procedures will be practiced during the “Practice Period” and students will receive warnings and reminders prior to consequences. The “Practice Period” begins the first day of school and ends when we return from Labor Day.

Students who do not follow the expectations or procedures will earn a strike. Strikes will be earned for, but are not limited to

- Missing work
- Being unprepared for class
- Disrupting class
- Being uncooperative with teachers, volunteers, or other students
- Breaking class, school, or lunchroom/playground rules
- Uniform violations

Implementation of consequences depends upon the severity and frequency of the action. Consequences include but are not limited to a change of seat, removal from the group, writing a letter home, or the loss of a privilege. Strikes will be used to determine conduct grades at the end of the quarter. Each child will record the number of strikes earned each day in the Teacher Comment column of the planner.

When the class as a whole demonstrates cooperation, responsibility, and politeness, they will earn a sticker on the current geometric shape. When the geometric shape is full, the class will earn a reward. Rewards can include but are not limited to a trip to the park, a movie, a treat, or a special game day.

Citizenship Award

In order to earn Citizenship for the quarter, a student must have demonstrated an outstanding ability to follow classroom/school rules and procedures and consistently turn assignments in on time.

Water Bottles

Water bottles containing only unflavored water are acceptable. Students who forget their water bottle will not be allowed to call home.



Book Orders

Scholastic Book Order forms will be sent home each month.

The link to Scholastic's website will also be posted on my website for those parents who wish to order on-line. Ordering on-line allows you to charge your purchase. If you choose to order on-line you will need to use our assigned username and password to access the on-line order. Books ordered on-line will be delivered to school and brought home by your child.

Class User Name: clubdj

Password: love2read

Book orders may also be sent in to me with your child using the paper form. Book orders sent in to school must be paid with a check or money order payable to Scholastic. **NO CASH PAYMENTS, PLEASE.** Payments made in cash will be returned.



Birthday Treats

Your child is welcome to bring in birthday treats. Please let me know at least a day before you plan to send in a treat. Simple treats like cookies or cupcakes without drinks fit into our busy day well!

Please do not send party invitations to school to be passed out unless there is an invitation for every child in the class.