

2018-2019 4TH GRADE POLICIES AND PROCEDURES

Checking Out AR Books

Students can check-out books from our classroom library or the school. Students may only take AR tests on their books at school. Any tests taken outside of school will not count toward student's AR goal or grade.

Attendance

Be sure to send a note (not in agenda) to school if your child is absent, checks in, or checks out. All absences will be considered unexcused if no note is presented to the teacher. Please include the following information on your notes:

Student name, Teacher name, grade, dates of absence, and reason for absence

Make-Up work

Students can get their make-up assignments from the designated area in their classroom upon their return to school. Make-Up work is expected to be completed as promptly as possible. It is your child's responsibility to get their make-up work when returning to school.

Grading

We weigh all grades equally with the exception of tests, which count twice.

Test: Students may not use books, etc. (grade counts twice, study guides are given)

Quiz: Students may not use books, etc. (grade counts once, no study guides)

Daily Grade: Students may use books, etc. (grade counts once, reference materials are permitted)

Please take note of the grading scale:

A: 100-93 B: 92-85 C: 84-75 D: 74-70 F: 69-0

Binders

We believe that a very important aspect of being successful is being organized. Please help keep your child's binder organized. We will be speaking to the kids about how we want them to keep their binders.

They are responsible for maintaining them. See back of the binder for more information regarding contents.

Graded Papers

Papers will go home daily after we have graded and reviewed them. The papers will be located in your child's binder and are yours to keep. Please use these papers to work with your child at home. We feel that sending papers home daily vs. weekly allows students ample time for review before testing. If you are not receiving graded papers in the binder, please discuss this with your child.

Tests will be sent home as the unit is assessed. You will receive a "Class Tag" text when tests are sent home. Please always review the tests with your child.

"Family Access"

We strongly encourage every parent/guardian to sign up for "Family Access," which is our online gradebook system. Completed work will be sent home as it is graded, but you may always check "Family Access" to ensure that all papers are actually making it home to you. You can request a "Family Access" application in the school's front office. Your application will need to be completed and returned to school in order to receive your login information.

Homework

Homework will be given on Mondays. There will be a math and reading section to be completed every night of the week. Students are expected to complete the assignments accordingly. We do not give a lot

of homework for the mere fact that we expect a lot of studying to be going on at home. Study guides will be provided for tests.

Snacks

Students are allowed to bring a small snack to be eaten at a specified time during our school day. We would prefer that the snacks are not messy or full of sugar. There may be days that we do not have time for snacks. Bottled water is allowed (no color or no flavoring due to spill issues). Please be mindful that students will be working while eating. **DUE TO STUDENT ALLERGIES IN OUR CLASSES, NO PEANUT PRODUCTS SHOULD BE BROUGHT TO SCHOOL FOR SNACK.**

Newsletters

Newsletters will go home in your student's binder every week. The newsletter will include information specific to that particular week such as weekly topics, etc. Please keep these in the designated pocket in the binder.

Recess

Due to safety concerns, only tennis balls are permitted for use during free-play recess.

Conferences

If you need to speak to us about anything, please contact us, and we will call you to set up a convenient time to talk.

Visiting the Classroom

You are welcome to visit our school for lunch, programs, and special occasions. Please sign in at the office before coming to our room. It's important to follow ATEs policies. If you'd like to talk to us about something, please contact us beforehand. You deserve our undivided attention as do our students. We will be unable to participate in unscheduled conferences while the students are under our supervision. Thank you in advance for following this procedure.

Visiting the Lunchroom

If you want to eat lunch with your child, please sit at the designated visitors' table. Only you and your child can sit at this table. When bringing treats for birthdays, we encourage you to bring non-edible treats, or purchase ice cream from the cafeteria.

Money

When you send money to school, please always send exact change. If you have more than one child in the school, you should not combine funds into one check.

Agendas

The agenda will be used a parent-teacher communication log. See the calendar for more details.

Dismissal

Car Riders: 2:30 1st Load: 2:35 SACC: 2:50 2nd Load: Upon arrival of buses

**For any other policies / procedures, please consult the Tipton County Student Handbook and weekly newsletters.*