

# CLASSROOM INFORMATION AND PROCEDURES FOR 4-2

Classroom Teacher: Mrs. Sandra Kurpjuweit  
Classroom Aides: Ms. Alyse Benham (MTW)  
Mrs. Annette Calegari (TH F)

**Report Card Dates:** November 4<sup>th</sup>  
January 20<sup>th</sup>  
March 30<sup>th</sup>  
June 8<sup>th</sup>

\*Grading for each quarter closes one week prior to the report card date

<b><u>Grading System:</u></b>	A	96%-100%	C	74%-80%
	A-	93%-95%	C-	70%-73%
	B+	91%-92%	D+	67%-69%
	B	87%-90%	D	63%-66%
	B-	84%-86%	D-	60%-62%
	C+	81%-83%	F	59%-below

**Weekly Newsletter:** You will receive a Weekly Newsletter written by me, informing you of any upcoming projects, important tests, classroom needs, field trips etc. This is my way of keeping you connected with what is occurring in **our** 4<sup>th</sup> grade classroom every week. The newsletter will also be posted on our classroom web page.

**Monday Folder:** Every Monday your child will receive a folder of graded papers. It will include all the assignments, activities, tests, and quizzes, from the previous week. Although I do not

require you to sign it, I do ask that you review it with your child every Monday. By this work folder and OPTION C, you and your child should be able to keep track of current grades.

\*This folder needs to be emptied and returned every Tuesday.

**Weekly Conduct:**

Included in every Monday Folder will be a running weekly conduct grade.

**Discipline:**

Students will be disciplined as a group and individually. The class will be rewarded on a daily/ weekly basis for following rules, completing assignments efficiently, and working quietly.

If one child is being disruptive in the classroom, he/she will be given verbal warnings and will be removed from his/her table group. If the disruptive behavior continues, a possible conference with principal and parents will be necessary, and a Behavior Notice or Detention may be issued.

Excessive misconduct will be handled according to the policies stated in the Parent Handbook.

\* Quarter grades in conduct will be an average of the Weekly Conduct grades unless a severe incident occurs. The report card grade will then be lowered significantly.

**Option C:**

Option C is a web-based program where you may check your child's current grades. Grades for 4-2 students are usually updated by Sunday evening of every week. Therefore you may compare grades in your child's "Monday Folder" with those recorded on OPTION C.

**1st Semester**  
**Test Correcting**  
**Policy:**

**In Quarters 1 and 2**, if a student receives below a 74% - C on a test, he/she may correct it at home and return it to me by the Friday of that week. If the test is correct, the grade will be raised to a 74% - C. **This opportunity will only be available for the 1<sup>st</sup> and 2<sup>nd</sup> Quarters.**

**Homework:**

Students will be given approximately 30-45 minutes of daily homework. However, if a student does not work efficiently on assignments given in class, time at home may be needed to complete them. Homework is usually due the next day unless otherwise specified.

If an assignment is not completed and submitted on the due date, it will be accepted a day late, but the grade will be lowered 10% each day the assignment is late.

A **"Homework Alert"** will be issued to a student when an assignment is not completed. The "Homework Alert" needs to be signed by a parent and returned the following day attached to the assignment.

**Absences:**

When your child is absent, his/her daily assignments will be recorded on a form by another student and me, however your child is responsible for obtaining any missed notes from class discussions. This work can be picked up **after school**.

**Student Birthdays:**

"Goodies" such as cupcakes, marshmallow treats, muffins, doughnuts, or cookies are welcome and must be shared with all students in **our** 4<sup>th</sup> grade classroom.