

August 2002

Dear 5th Grade Parent(s):

Welcome to the 2002-03 school year! We are excited about having your child in our classes, and we are looking forward to getting to know you and your son or daughter better. We would like you to know a little bit about our vision for this year and our expectations for your child's learning experience.

As you may know, fifth graders change classes every day:

Ms. Thomas - Language Arts
Ms. Smith - Science and Social Studies
Ms. Jones – math

This requires that students be more organized than ever before, remembering to take the books, folders, and supplies with them so they are prepared for the next class.

You will find attached:

- ? Homework and Grading Policy
- ? Parent Information Sheet (to be returned)
- ? Classroom Rules and Consequences
- ? Understanding of Rules (to be signed/returned)

All children deserve the right to learn in a safe and positive environment. Therefore, each student is responsible for his/her behavior so as not to disrupt the teaching or learning process. The attached classroom rules are the same ones used school-wide in the Discipline With Purpose program, in which we teach self-discipline skills.

Please complete and sign the attached form that indicates that you have reviewed the Classroom Rules and Consequences with your child.

We look forward to meeting you and partnering with you in the education of your child this year. In the meantime, if you have any questions, please call anytime. The fastest way to reach me is by email, which I check daily. You may also leave a message for me (with the best time to call back) at school, 555-1111.

Sincerely,

(teacher's name & email address)

P.S. Please mark your calendar for parent conferences on Oct. 2-3.

(attached)

General Classroom Policies

(Please keep at home.)

HOMEWORK:

Homework reinforces concepts learned during the day. It is important that you provide your child with a quiet place and regular time to study.

Homework assignments (30 min. on average) are generally given nightly (except Friday), and they are due the next morning. Typical homework assignments are: math sheets, spelling, vocabulary, study for tests, or read 30 minutes, then ask you to initial their Assignment Book as verification.

Each day, students are given time to record that night's assignment in their Assignment Book. The Assignment Book is to go back and forth to home and school every day. It is important that your child establishes a routine for this. (Suggestion: You may want to write the month/dates in your child's book ahead of time to help him/her stay organized.)

I try to check to make sure students have written it down, but ultimately, it is the student's responsibility to make sure it is recorded correctly and that they have the proper books or worksheets to take home.

If students do not turn in their homework or it is unfinished, no matter what the excuse, they will miss recess while they complete it. This also helps to teach responsibility. Extra time is given for absences.

>From time to time, special projects and reports will be given to students to be completed at home. Parents will receive a project sheet with guidelines.

GRADING AND TESTS:

All assignments will be graded using the school's standard grading system:

A = 93 - 100%

B = 84 - 92%%

C = 75 - 83%

D = 70 - 74%

U = Below 70%

Any scores below 60 will be marked as 60. Daily assignments that receive plusses (A) or checkmarks (B or C) are also recorded. Assignments turned in late lose a letter grade each day (excluding absences). Assignments not turned at all are recorded as zero. Grades are weighted as follows:

Tests - 50%

Daily work - 25%

Quizzes and projects - 25%

I do not "give" grades. Students earn the grades they receive. However, I will do everything I can to make sure every child achieves success.

Students will record upcoming test dates in their Assignment Book. Please make time to check their A-book on a regular basis, so you are aware of upcoming tests and can watch for test papers to come home. Please sign and return test papers.

STUDENT PROGRESS:

The best way to stay informed about your child's progress is to review your child's work that is sent home in Friday Folders and take-home folders. All tests need to be signed and returned. Anything needing a signature will have a stamp on it. You can keep all other papers. Friday Folders must be returned on Monday.

STUDENT ABSENCES:

If your child is absent, please make an effort to have a sibling or friend stop by my classroom at the end of the school day to pick up their work. If you want to stop by on your way home from work, I can leave it in the office (if you will leave me a message). Your child is responsible for completing and turning in all missed work within a few days after returning to school. I will not repeatedly ask for it or keep reminding him/her to turn it in. Work not turned in gets a zero.

Per school policy, please provide a note of explanation when your child returns from an absence. We teachers ask that you do not schedule family vacations when school is in session. It puts stress on the kids to miss important concepts.

OTHER

Please watch for my newsletter in the Friday Folder. It comes out every few weeks and contains valuable reminders, updates, and important news about happenings in our classroom.