

4A Handbook

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Welcome to 4A! I am excited to be working with you this year. Our best work can be done when we understand the rules, expectations, and procedures. This handbook is for you! Please read it and share it with your parents.

Class Rules

Our rules will be posted in the classroom. They are:

- Listen when teacher or classmate speaks.
- Show respect, be kind.
- Share your knowledge.
- Be in the right place at the right time.

We will discuss these rules and come up with examples of each. It is your responsibility to follow these rules.

Thank You's

These are bestowed upon any student in thanks for appropriate behavior. The tickets can be used to buy items at our super duper class auction.

Consequences

Our class rules are your responsibility. If the rules are not followed, then consequences occur.

Consequences for **NOT** following the rules:

- 1)Warning
- 2)Thank you's taken
- 3)Lose 5 minutes of recess
- 4)Lose entire recess/cleaning
- 5)Conduct referral to Parents and Vice Principal
- 6)Removal from class

Consequences for **FOLLOWING** the rules:

- 1)Verbal praise
- 2)Thank you's
- 3)Note or phone call home

If disruptive behavior becomes a habit, we will need to set up a program for change. You, your parents and I will write a contract for new behavior. We will set up daily communication to monitor your progress.

School rules

Some rules are for the whole school, fighting, defacing the school building, abusive language or physical endangerment. If these rules are broken, you will visit Ms. Sperry, our Vice Principal for Students. She will go through these four steps:

- 1)Have student name the problem
- 2)Have the student name the effect of their behavior

- 3) Have the student list alternatives to behavior
- 4) Take appropriate action/give consequences

Ms. Sperry will write up the incident, file it on her computer, send home a note and contact your parents.

Morning responsibilities

At 8:15 all students come into the classroom, put away belongings, turn homework into the homework shelf and begin MJS, morning work which includes math review, vocabulary, geography and language arts.

Uniform Check

Each morning during our opening, we will check to see if our uniforms are correct and appropriate. If you are unsure of the uniform requirements, check in the St. Joseph Handbook.

On the first Tuesday of each month you will have free dress, YES!

Star of the Week

Each week one student will be chosen to be our star of the week. On Friday you will write a note to the Star of the Week telling him/her why they are important to our class. These notes will be given to the student to be shared with family.

Bathroom Breaks

The class has an opportunity to use the bathrooms before morning recess (at 10:00), on the way to lunch (at 12:00), and on the way to lunch recess (12:15). If emergencies arise, please ask permission to use the bathroom and use a hall pass.

Snack

You can eat a snack at 10:15 or 11:00, depending on the schedule. Please choose one item from your lunch, like a piece of fruit or a granola bar. You may get a drink from the water fountain, or have a water bottle at your desk. Any beverages besides water are not allowed in the classroom.

Lunch

The rules in the lunchroom are written on a poster in the lunchroom. Adults in the lunchroom are in charge. Give them the respect and courtesy due to all your teachers. First Tuesday of the month:

Pizza and Pop \$3.00

Written Work

All written work needs to be headed as follows: Your class number will be written in the upper right hand corner. Write your first and last name in cursive, within the first space on the upper left side. On the second line write the complete date. The subject should be on the third line.

Example:

#class number
Joe Smart
Sept. 24, 2004
Social Studies

All written work should be done in complete sentences. A complete sentence begins with a capital, has a subject, a predicate, and ends with appropriate punctuation.

You are responsible for finishing all assigned work. If you are unable to complete any work during class, you will need to take it home to complete.

Homework

At the end of each day the homework assignment is written in your PLANNER (provided by St. Joseph) from the board. Homework must be written in this notebook, so bring it to school EVERYDAY! This is so your parents will know what to look for each evening. Homework is assigned Monday-Thursday evenings and due the following morning. Turn your homework into the appropriate shelf as soon as possible. All homework will be checked in by someone on the homework crew. If you did not complete your homework you will need to stay in for recess to complete the assignment. This includes assignments that were eaten by the dog, taken by aliens, left in the car pool car, eaten by little sister, etc.

You will be assigned many long term projects throughout the year. You will have plenty of time to complete these projects if you manage your time well.

Each week you will be given a Math crossword assignment. This work can be completed by most students during class time. It is due on Friday. If it is not completed by Thursday afternoon, it should be taken home to complete for homework.

Thursday Packet

Work for the week will come home in a folder on Thursday afternoon. Please take a few minutes each week to go over your work with your parents. This is the best way for you to keep your parents informed!

Grades

Selected work will be graded. I will not grade work with new concepts until you have had time to feel comfortable about the new material. I will tell you about the test ahead of time, so that you can be ready for them! If you do poorly in a test, it can be retaken within one week. (Spelling tests may not be retaken)

Report Cards

Three times a year, at the trimester, a report card will go home. The card should be reviewed by your parents and returned to the classroom. Report cards must be returned and the envelope signed.

At the midpoint in each trimester a report will go home to show progress. These do not need to be returned, but the envelope must be signed and returned.

Conferences

I will meet with you and your parents in the fall and in the spring for a conference on your progress. Additionally, I will be happy to meet with your parents at any time during the year, if there is a need for a conference.

Absent/Tardy

A note should be sent to me from your parents if you are absent or tardy (after 8:25). Please have your parents check their handbook for these policies.

Birthdays

Birthdays may be celebrated by wearing free dress and by bringing a treat to share with the class. I request that you do not bring a cake because it is messy and time consuming. Cupcakes are ok if you bring napkins. Keep it simple. Cookies or other “neat” treats are preferable. Some 4th grade students choose not to bring a treat, that’s ok too!

Illness

As a member of the community of St. Joe’s, we are all responsible to work towards a healthy environment. If you are sick with a fever, you must stay home at least 24 hours after the fever is gone (without fever medicine). You also must be responsible to cover your mouth with a tissue or elbow when coughing or sneezing, and then to wash your hands.

Now that you have read this with your parents, please sign, detach, and return the bottom of this page. Thank you!

We have read the 4A Handbook.

Student _____

Parent _____