

Welcome to Reid Traditional Schools Painted Rock Academy! We are so glad that you are here. Fourth grade is going to be a wonderful journey of learning, growth and friendship.

This will be a year of many transitions including new teachers, new friends, personal developmental milestones, and an increase in academic difficulty. With your parent’s support at home and our hard work here, you will succeed despite these transitions.

A little bit about myself…

I have been teaching for six years after a long career as a project manager. I am originally from Colorado and have been in Phoenix for 25 years. I’m a proud mom of two girls who are now in high school! (Where did time go!). When I am not teaching, I enjoy traveling with my daughters, reading, hiking, and DIY projects around the house. My favorite subjects are both Math and Science and I look forward to sharing an enthusiasm for learning with your child throughout the coming year.

Teacher/parent communication is vital to success and I would love to hear from you. If you need to contact me for any reason please email at: kboehler@paintedrockacademy.com. For afterhours information you can also visit our grade level website: paintedrock4thgrade.weebly.com

4th Grade 2018/2019 Classroom Expectations and Procedures

Parent-Teacher Communication

Teacher: Ms. Kristine Boehler
School: Painted Rock Academy
Class: 4th grade, room 206
School Phone: (623)466-8855 Ext 206
Email: kboehler@paintedrockacademy.com

Please understand that I can more efficiently return emails and phone calls than notes in agendas or on paper – and email is better than phone. Please utilize email or phone whenever possible. I prioritize home-school communication and will do my best to return calls and emails as soon as possible, but please allow 24-48 hours for return phone calls and emails. Please flag time sensitive items as “important” “urgent” on the voice mail or email. If immediate assistance is needed, please contact the front office.

Class Website:

Our class website is paintedrock4thgrade.weebly.com. Please check the class website on a regular basis, as it is updated with new and upcoming information. It contains important information about projects, school events, and tutoring.

Ongoing Projects and Homework Policies:

***There are several ongoing reading assignments per quarter: book reports, reading logs, reading quizzes and memory pieces.***

***Book Reports***

One project per quarter

At least 100 pages from Painted Rock’s 4th Grade Level Reading List or higher

Formats will be assigned (range from pre-written forms to craft projects to traditional key elements)

Pre-approval by parent and teacher required

Fiction (Fancy Folder)

Mystery (Mystery Bag)

State Report

Biography/Autobiography

***Daily Reading***

500 pages per quarter, which will be logged in a reading log given at the beginning of every quarter. The books should be at 4th grade level and on the 4th grade approved reading list (find approved reading list on the class webpage).

***Spelling Words***

Students will have 30 new words per week and 10 review words per week. Spelling test will be given every Friday. Spelling tests will not be allowed to be made up, however the missing test will not affect cumulative grade. Student’s who have excessive absences on Fridays will start to receive 0’s for spelling tests. There will also be weekly spelling homework assignments.

***Memory Pieces***

Students must recite one poem a month (excluding August, December and May). Some memory pieces are selected by the 4th grade teachers. Students will also have the opportunity to select a poem of their choice from the poem folder. Poems are usually recited the last Thursday and Friday of the month but please check the class website for a full list of project due dates. Poem folders will be handed out the first week of school. Poem packets will not be reprinted if lost but are available online to print from home.

***Flashcards***

Students need to be studying math facts nightly. This includes addition, subtraction, multiplication and division 0-12. These may be store-bought or student-made.

***Writing Pieces***

Due once a quarter. Graded on six traits: Voice, Organization, Sentence Fluency, Ideas, Conventions, Word Choice and the assigned rubric. These will be worked on in class, however may be sent home to complete if not finished

***Math***

Math projects will be completed in class.

***Academic Syllabus:***

* **Language:** Students need to know parts of speech. Also, they should know the four sentence types. Students must remember to put a capital letter at the beginning of a sentence and a punctuation mark at the end.
* **Math:** Math facts should be memorized in addition, subtraction, with multiplication, and division from 0 to 12. Students are expected to complete 100 problems in three minutes. Please practice daily. Please understand that homework numbers will be assigned according to what has been taught in class, concept-by-concept, with continual review and occasional supplements with other worksheets and materials.
* **Penmanship:** Students ***must use*** proper Spalding handwriting. All assignments are to be completed in ***cursive*** handwriting. ***We begin the year in cursive.***
* **Reading:** Please read at home often. If you have a younger or older brother or sister, read out loud to them. This will help improve your reading fluency.
* **Science:**  We cover several areas in fourth grade. Some include: animals and adaptations, electricity and magnetism and earth’s processes and systems.
* **Spalding:** All words are entered in cursive handwriting. Be prepared to keep a neat notebook. Inaccurate marks or unacceptable handwriting will need to be fixed during Opportunity Club.
* **Spelling:** Spelling pretests will be on Wednesdays and final tests on Fridays. The words are difficult. You will need to study for your tests every night.
* **Social Studies:**  We cover maps, Arizona, mountains, and the Middle Ages.
* **Writing:** Practice your writing skills often. Keep a journal; write a short story, or some poetry. We will use the “The 6 Traits.” Writing pieces will also be due throughout the school year.
* **Vocabulary:** We emphasize vocabulary in 4th grade. Students will receive vocabulary words in history, science, reading, and math. Students are expected to use the vocabulary words properly.

Late Work:

Class work: Opportunity Club will be necessary if morning class work is unfinished. Unfinished afternoon class work will be completed at home, on the day assigned, and placed in assigned area by 8:15 a.m. the following day, unless it is a test/quiz (completed in Opp. Club next day). Parents and students will need to make special arrangements to make up tests that take longer then 15 minutes by coming in on their own time

Homework: Assignment must be completed in Opportunity Club that day; a score of up to 65% can be earned, if students do not do the assignment in Opportunity club a 0% will be recorded. If students do not attend Opportunity club when assigned, they will receive an automatic detention.

Long-term Assignments: Assignments are due on the due date. The assignment is due when class begins at 8:15 a.m. If student is sick on day of assignment, I will need a Dr. note or the assignment will be given a 0%. If student is sick on day of long term assignment, I will need a Dr. note or the assignment will be given a 0%. No late long term assignments will be accepted. Extenuating circumstances will be discussed on an individual basis prior to the assigned date of the project.

Additionally, While parents are welcome to help students with projects, any plagiarism from websites, or work not done by student, will automatically receive a 0% and a detention. There will be no exceptions and students will not be allowed to make up the assignment. Repeated occurrences will be reported to administration.

If parents are unclear on any part of the assignment, please ask the student first, and if they do not remember it is their responsibility to ask the teacher. If still unclear please feel free to contact teacher to make an appointment to speak about the project or email the teacher your question prior to the due date. We stress to our student responsibility in fourth grade, and want them to understand long term projects are for them to learn and show their understanding. It is not their parent’s assignment.

Grading Policy

As per the student handbook, grades will be given according to the following marking system:

 93% -- 100% = A

 84% — 92% = B

 75%--83% = C

 65%-- 74% = D

 Below 65% = F

In fourth grade, these grades will be based on homework, class participation, quizzes, tests, and other assigned class projects.

Home Folders: Graded work will be given back throughout the week, along with any important announcements. Please check student HOME folders **every day**. Homework from earlier in the week should **not** be kept in the home folder if we have already gone over it in class or if it has been graded. **Make sure and help your child organize their home folder weekly (**Folders should be labeled from first day of school)**. Graded work should be organized into the subject folders on a weekly basis and notes from school should also be removed and kept at home. Graded papers should remain in the subject folders at least until the end of each quarter**

Several times per quarter, you will be notified if your child has received a grade of 75% or lower on any of the assignments in their HOME folder. This must **be signed and returned within two days**. Failure to return the signed homework will result in an informal detention (it will not go on official record) during their lunch recess the next day. This procedure is in place to ensure parents are aware of any grades that are a “D” or below. Which in turn, ensures teachers are communicating as quickly as possible with parents on the students’ progress.

If at any time you would like to discuss your child’s grade, effort, or progress, please feel free to call me and I would be happy to set up an appointment to discuss it with you.

At the beginning of the year, you should be given a password for our electronic grading system and you will be able to check your child’s grades online. Please check grades once a week and contact me promptly about any questions or concerns. Missing work and assignments will not be re-copied and distributed after a zero is received in the grade book.

Please remind your child that as long as they do their personal best, they should be proud of what they do. The grade is not as important as what they learned. Students will continuously have access to their grades in class and have opportunities to be responsible for and monitor their own progress.

Homework Policy

Expect homework every night, Monday through Thursday. Students will always have math homework; even the day of a test they will be expected to study their timed facts. Please expect variation in the amount of math homework problems on a daily basis. Some nights students may have more problems than others depending on the concept being practiced. They will always have spelling homework (with the exception of short weeks around school breaks). Remember, homework is not always written. Studying spelling words, reading for book reports, working on writing pieces, studying poems, and studying for tests are homework, too.

Homework **is due upon arrival in class** the day after it is assigned.

Repetitive missing assignments will result in a detention. If the student misses 3 or more homework assignments in a week they will receive a detention.

For every day a student is absent, he/she will have one day to make up homework ( i.e. if a student is absent for 2 days, he/she will have 2 days after they return to make up the work assigned while they are out). However, assignments that were due on the original absent day will be due immediately upon arrival back in class. It is recommended that if there is an absence, someone comes in to get assignments. **Please leave a message for me on my voicemail or email BEFORE 10:00 a.m**. to allow me time to gather the work if a parent intends to pick up the work from class that day. I will have the material prepared for the student by the end of the school day to be picked up in the front office. If no contact is made by parent about a child missing class, there will be student helpers gathering materials for them throughout the day, and putting them in a folder on their desk. It is the student’s responsibility to ask me questions about anything they are unclear of in the folder of makeup work. If makeup work is not turned in, a 0% will be given in the gradebook. **Remember, it is the student's responsibility to contact me upon return to school to get missed assignments!**

Emergencies are not always an excuse for not having homework. These matters will be handled on an individual basis.

Students will be given an assignment planner to record assignments. Part of their assignment for each night will be get this signed by parents (in addition to signing any forms stapled in the agenda) and to return the agenda to me the next day. Agendas will be checked daily for completion and signatures. The only day that does not need signatures is Friday, however parents’ should still check Friday for behavior log activity. You should also check the agenda for behavior information and notes from me. If students miss 3 signatures on either the behavior log or homework activity in the agenda in a seven day rolling period the students will receive a detention

Please utilize the agenda and class website as a resource for due dates. Homework is only sent home after the subject has been covered in class. Homework is a review of what has already been taught. Larger projects will be explained in detail through notes home, and detailed information and examples on the class website. Teachers will go step by step through every long term assignment and tell students what to highlight and notate on the directions to ensure understanding.

**To encourage responsibility, homework assignments and copies will not be re-created. There will be some extra copies available in a file in the classroom, but it is the student’s responsibility to get the extra papers. Extra copies beyond that will not be made.**

Please remember that homework is very important in helping your child solidify their learning for the day. It is also important for teaching life lessons about dedication, goals, timelines and punctuality. These skills will follow students into adulthood.

Please encourage your child to do their personal best with occasional help from you when needed. If your child is visibly struggling with their homework and it is taking an excessive amount of time, please contact me. Also, do not allow your child to use ‘IDK’ or put a “?” instead of an answer. When they are confused you may use the text book, the internet, parent/sibling help or just try something. It is far more beneficial to try it and get it wrong than to do nothing. If the problem is left blank because they ‘had a question’ it will still be marked as not done.

Classroom Procedures

A smooth running classroom involves a list of procedures. I am giving you just some of the overall procedures that I feel directly support my classroom rules. After your student has spent a couple days with me going over the procedures, they will conclude that “procedure” must be my favorite word. That is not true, but observing these procedures will help to ensure a successful, academic year for each student.

* They are to line up single file outside with their shirts tucked and shoes tied in before entering the room every morning and after recesses.
* **No talking in the halls or bathrooms to avoid disturbing other classes.**
* **Always come silently into the classroom.**
* They are to put their planner out on their desk open to the current page with their homework on top of it, and **2 sharpened pencils**. Homework is considered late if it is not completed at this time. **Students will not be given new pencils if they do not bring them to and from class.**
* In the morning, they are to place their backpack and lunches in the appropriate cubby. **(Please avoid rolling backpacks, as they do not fit in the cubbies)**.They are to begin the assignment on the overhead. The morning work will vary depending on what is being taught throughout the year.
* Come prepared every day with books, materials, and assignments.
* Each student is expected to listen courteously throughout the day to my instructions, class discussions, and ask questions when necessary.
* Their desk and the area around it must be kept neat and orderly.
* Treat books, equipment, and materials with respect.
* Be good friends and neighbors to each other.
* Before they leave for the day, they must write homework assignments in their planners and make sure they have everything they need to complete those assignments. . The teacher will occasionally check their planner at the end of the day to ensure all homework has been written down, and stamp or initial the bottom of the day
* After they have put their chairs on their desks making sure the room is neat and tidy, they will quietly line up to go to the pick-up area.

I have procedures for each function in our classroom, and I will explain and demonstrate them, your student will rehearse them, and then they will be daily reinforced until they become a habit for every student.

**Electronics**:

Cell phones are not necessary for class and should be left home. We understand students may have to walk home or have an afterschool activity and may need a cell phone to be able to contact an adult. If your child brings a cell phone to school, it is to be turned off during the school day. Not on silent or vibrate. OFF. If phone goes off in class, teacher will take phone and give it to the front office for a parent to pick up.

Smart Watches: Students who have smart watches should not be played with in class. If they are, the teacher will take it for the remainder of the day, and a parent will need to pick it up. If this happens again we will turn the watch over to the front office.

Watches with timers: Please make sure there are not alarms going off or that the student is playing with the watch making it beep during class.

**Discipline Policy**

The purpose of a discipline plan is to create a safe and pleasant learning environment for all students. It is also to ensure each student's ability to pursue quality education and personal growth. It is important that Painted Rock Academy, its students, and their parents work together in establishing clear expectations for student behavior.

It is very important that students understand that **they are responsible for their own actions!** If these actions are in violation of school rules, students will have to accept the consequences.

Below you will find a copy of the classroom rules and the discipline plan that will cover consequences for failure to comply to the rules. Please remember that every day students will begin anew at the beginning of the plan, unless there appears to be a continual challenge. At this point, students may begin on a higher level of the consequence.

* **Class Rules:**
* **S**tay in your seat, stay focused on your work, stay silent during quiet times.
* **H**ave all of your materials ready to learn.
* **I**mprove your cubby, desk, and classroom by keeping these areas clean and completing your jobs. Always respect school and personal property.
* **N**ever give attitudes, excuses, or disrespect staff or other students. Always follow directions.
* **E**verything off your desk and hands-free during instruction.

**...like a star!**

**Consequences:**

I have chosen to use an agenda stamp method for recording good behavior or infractions of the rules. If exceptional behavior is noted, students may receive a positive star or stamp in their agenda as well. If a redirection is needed, students will receive a check (with a reference to the rule not followed) on their behavior log. Following is the progression for negative checks on the behavior log when they occur within one school day:

1. Warning (no check given for first warning)
2. Warning with check.

2. Time Away: Student goes to another desk, separated from the rest of the class (or the issue) to complete their work until they have finished the assignment or feel ready to return to the group and make positive decisions, whichever comes first.

3. Behavior Log: Student fills out a behavior reflection in another classroom and may return to class after completion. It is stapled in the agenda and must be signed by a parent that night. A missing signature on the behavior reflection the following day will result in a detention.

4. Detention: Student will serve a detention the following day at recess.

5. Office Referral: Student will be referred to the principal for further action.

After seven checks in one week, student will be placed in another classroom to complete work. A parent teacher conference will be required before student can return to class and student will receive an after-school detention.

Each day, students may receive a raffle ticket for positive choices and behaviors. These tickets can be redeemed for various rewards during the month. The reward may be a homework pass, free time, lounging on pillows to read, , etc. (Lost tickets can not be replaced).

Due to our zero-tolerance policy on violence and bullying, should a student engage in a prohibited behavior (hit another child, curse, or use vulgar, offensive language, etc), it may result in being sent to the office directly. The consequences will be decided by administration.

**Tutoring**

Tutoring will be available on an invitational basis. Tutoring is meant to help students who are struggling with particular concepts and the teacher will determine if the student should attend. We will notify the parent via email or planner if we would like your child to attend tutoring.

We will be collaborating with other fourth grade teachers to accommodate the students as best as possible.

Students in Miss Magnusen’s class and Mr. Ho’s class will be able to attend tutoring on the following days and times.

Miss Magnusen- Monday Mornings 7:15-7:45

Mr. Ho- Tuesday Afternoons 3:30-4:00

Students in Ms. Loreto and Ms. Boehler’s classes will be able to attend tutoring on the following days and times.

Ms. Loreto- Tuesday Mornings 7:15-7:45

Ms. Boehler- Wednesday Afternoons 3:30-4:00

Afternoon tutoring will end sharply at 4:00. If a parent is not there to pick up the child then they will be sent to boulder club.

Please no parents/siblings in tutoring. We will be trying to work with the students and need to be focused on them during that time.

Parents are required to email the teacher their student is tutoring with every week by Sunday at 5pm, so the teacher has the required information and material to tutor the student. If an email is not received, the student will not attend tutoring that week. If an email is received and a student is not going to be able to make it please email the teacher he or she was tutoring with as soon as possible. Parents will be contacted by teacher if student is scheduled and confirmed to come to tutoring and does not show up.

The fourth grade teachers will update any tutoring schedule changes in the weekly newsletters that are posted on the fourth grade website. Before confirming that your student is coming to tutoring check the website to ensure there is tutoring for the teacher that week. The teachers make every effort to be available for tutoring, however if there is an emergency, or sickness the teacher will communicate this with you if possible

**Planners**

Students have received a copy of the school assignment planner, which will be used daily to record all assigned homework, nightly and long term assignments. They will also be evaluating their day with a comment explaining their day’s behavior (according to their behavior checks or lack there of). **Parents are to check and sign the planner and behavior log nightly.** This will help you know what your student has due each day, and how well they observed the classroom procedures and rules.

Getting the planner and behavior log signed is considered a regular standing assignment for each student. If a student fails to get a parent signature in their planner more than three times in a week (7 day period), a detention may result. Their Behavior Log will also be stapled to their planner. Parents are to initial next to each day of the week nightly showing that they are seeing, and reiterating, the importance of following the school rules nightly. Behavior logs must remain in planners for at least 2 weeks before students can remove them. I.E. If it is week three of the school year, the student may remove week ones behavior log. Students may not write anything on the behavior log, this is purely communication between the parent and the teacher. The students should not draw, doodle, write or highlight on the behavior log at all.

**An Opportunity Club slip with missing homework written, detention slip with infraction noted or uniform citation with infraction noted will be stapled in your child’s agenda to communicate with you if any of these issues occurred throughout the day. Please check for these notes and sign the bottom of the note in addition to signing the bottom of the agenda so I can see the following day that you were aware of the note.** It is the student’s responsibility to write their homework in their agenda nightly. I will check as often as possible. The homework will be on the board daily along with a running list of important dates that they students will write in their agendas.

Report Cards:

Report cards are sent home quarterly. Please consult the school calendar for exact dates.

Before and After School Care:

Before and After School Care is available for a fee. Students are to be picked up between 3:15-3:30. Per school policy, students will be brought back into the school if not picked up by 3:30 and taken to after care, charges apply. If you have special circumstances, please notify the office of your situation so they are aware and arrangements may be made. Students will not return to the classroom at 3:30.

Food and Drink in Class:

No gum, candy, sugar treats, sports drinks, or soda are allowed. *Students are only allowed to drink water in the classrooms. Students are also not allowed to share food under any circumstances due to allergy concerns.*

**Please consider donating these items throughout the year. Email your teacher before donating as there is a slim chance we may have enough. We will send out emails if we are running low on any supplies, and your donations are priceless to our students. Thank you for your support!**

* Prizes (toys, pencils, stickers, games, anything that can be given as a prize. - NEED LOTS)
* Poster Paper Pads (large and small)
* Construction Paper
* Clorox wipes
* Pencils
* Tissues
* Paper Towels

We may email out requests for something needed that we do not have, again please email if you have it so we can email you back if we already have received a response from another parent.

**Please keep the previous pages at home for your record, and to refer to throughout the year.**

**Please detach the following pages, completely filled out, and return to the classroom teacher on the date requested.**

**DATE FOLLOWING PAGES ARE DUE: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check list for paper work: For organization purposes, please retain the forms until completion, and submit them together, not individually. Thank you!**

\*Survey
\*Teacher Reference Sheet
\*Class Policies Agreement
\*Volunteer Availability
\*School Support Agreement
\*Acceptable Use Policy
\*Yellow Registration Form

**.**

**The Kids of Room 206**

**STUDENT NAME:**

 

Welcome to fourth grade! In getting to know you and your family, I can better serve your student and family. Thank you in advance for completing this survey!

Ms. Boehler

1. What city, state, and country is your family originally from?
2. What is the primary language spoken in your home? Are there any other languages that your child is familiar with?
3. What are some things you enjoy doing together as a family?
4. What are some things that your child is very good at and what are some areas in which your child can use extra support?
5. If your child could do one thing all day, what would it be?
6. Does your child look forward to coming to school?
7. What events/programs do you and your family participate in within the community?
8. What are some of your child’s dreams and goals?

**Quick Reference Sheet:**

1. Child’s full name:
2. Birthday:
3. Allergies:
4. Special Considerations:
5. Parent’s Names:
6. Phone Number:
7. Address:
8. Email of individuals that should be included on daily communications (print and specify who’s email you are putting down):
9. Who has permission to pick up your child:
10. How does your child get home? Do they attend Boulder (after-school care) club?
11. How does your child get home?

Boulder club\_\_\_\_\_\_

Drive up Pick up\_\_\_\_\_\_

Walk up Pick up\_\_\_\_\_\_

Walks home\_\_\_\_\_\_

Classroom Policy Acknowledgement Form

I have read and understood Ms. Boehler’s classroom policies and procedures.

Student Signature (print then sign) Date

Parent Signature (print then sign) Date

I give Ms. Boehler permission to use my child’s photos on the classroom website.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

Volunteer Availability

Below are some of the various ways you can help our classroom and fulfill your monthly volunteer requirement of 3 hours per month per family. Please circle (or number in order of preference) the areas you would like to volunteer in and write your availability in the space provided. Please contact PROP if you would like to be involved in campus-wide volunteer opportunities.

|  |  |  |  |
| --- | --- | --- | --- |
| Area of Need | Day | Time | Frequency |
| Grading Papers | Any | Any | Once or twice a month (1-2 hours total) |
| Filing/Organizing Data/Creating Tutoring Groups Using Computer Software | Any | Before, During or After School | Once a Week (About 1 Hour) |
| Distributing Graded Work | Monday, Tuesday, or Thursday | Before, During, or After School | Once a Week (About 1 Hour per week)  |
| Homeroom Parent: Organizes the winter party, Valentine’s Party, End of the Year Party and Spring Fling Volunteers | Any (December, February, March, May) | Any | A few times a year (About 2-3 hours total) |
| Decorating the grade-level bulletin board | Any | Any | Once per month (about 1 hour) |