

Dear Parents,

Welcome to a new school year! We are very excited about everything we have planned for your child this year, and we look forward to working with you as well. The following procedures and explanations will assist you in helping your child do his/her very best.

Folders

Please check the front pocket of your child's 10-pocket folder nightly. Remove important notices. Use this front pocket to return any money, notes from home, permission slips, etc. Please do not remove any papers from the subject folders. If papers are removed that are needed for class, points will be deducted. We will let your child know when it is time to empty these sections. The back pocket will be used for your child's Personal Responsibility Tracker.

A weekly test folder will be sent home, usually on a Wednesday. There will be a sheet attached with the number of test listed. Please sign the column under *Signature* and return the folder with all of the tests the following day. Please feel free to write a note with any comments or questions if you have any concerns.

Conduct

Your child will be assigned a conduct/effort grade of 100 points every two weeks. Points will be deducted according to the conduct and effort chart listed in your child's Personal Responsibility Tracker. The grade will be calculated every other Friday, signed by a parent/guardian, and returned on Monday (or the following school day). The grades will then be averaged for the final grade on the report card. If there are no infractions marked, it was a great two weeks! Consistent grades of "D" or "F" are unacceptable. Please review the Personal Responsibility Tracker with your child daily.

Points	Infractions
3	A-1 Missing class materials
	A-2 Unsigned papers
	A-3 Uniform infraction
4	B-1 Talking/Playing during class
	B-2 Unkind remarks
	B-3 Line/Hall/Cafeteria Behavior
	B-4 Talking/Playing during school Mass
5	C-1 Disturbing others
	C-2 Disrespectful to peers/teacher
	C-3 Interrupting the teacher
	C-4 Not following directions
	C-5 Shouting out during class
	C-6 Missing conduct tracker (per day)
	C-7 Talking during a test
7	D-1 Improper behavior, language
	D-2 Throwing objects
	D-3 Dishonesty
	D-4 Defacing school materials, property
	D-5 Disturbing personal property of others
10	E-1 Rude/Discourteous/Argumentative to any adult
	E-2 Sent to office for behavior
	E-3 Consistent disregard for school rules
	E-4 Misuse of classroom laptops
15	F-1 Stealing (requires self-reflection)
	F-2 Physical contact/Intent to harm (requires self-reflection)
Other	G-1 Assigned at teacher's/administrator's discretion

Homework

Assignments will be sent home on a daily basis. It is the student's responsibility to write down all assignments in their assignment pad. Homework will be posted on RenWeb and counted as a weekly grade. If homework becomes a problem to complete, please let us know. We will be happy to discuss and offer suggestions to help with this.

Tests

Test schedules can be found on our weekly newsletter. Students will not have more than 2 major tests per day. The test schedule is subject to change if the teacher feels more time is needed to complete the lesson. An omitted answer is considered an incorrect answer. If at any point you are concerned about your child's grade or average, please send a note or email.

Newsletter

Our weekly newsletters are **DIGITAL**. They are posted every weekend for the following week and can be found on RenWeb. The newsletter gives you a brief summary of what is happening for the week, the test schedule, and important dates and reminders.

Break

We have a daily morning break. Students may bring a snack from home or purchase one from school. Please do not send messy snacks, snacks that require scissors to be opened, or snacks that require utensils to be eaten. Students are only allowed to purchase/bring one snack. Purchasing snacks will be on a CASH ONLY basis. It is best not to send more than \$1.00 per day for snack purchases. Teachers are not responsible for lost snack money. No candy or juice is allowed.

Lunch

Please refer to our school website to find out more about our Fresh Fork Catering lunch program and the payment of lunch accounts. If a student brings lunch from home, only water, milk, or **clear** juice will be allowed. **No colored sports drinks, red punch, or carbonated drinks will be allowed.**

Uniforms

Please refer to the Student Handbook for uniform requirements. Please label everything. Teachers are not responsible for any lost clothing items. Lost and found is located on the first floor of Marion Hall. Boys must wear their ties and long pants to Mass on Fridays. School ties will be kept in their lockers. Girls must wear their jumpers to Mass with their regular uniform blouse.

Birthdays

Parents may send a treat for their child's homeroom class on the child's birthday. Please do not send cakes. Individual cookies, cupcakes, brownies, or any similar treat is acceptable. Please email your child's teacher if you plan on sending a treat to school. Birthday invitations may be passed out at school if it includes the entire class.

Absences

If your child is absent for one day, his/her work will be sent home when he/she returns to school the next day. If you do wish to have the work for the day he/she is absent, please call the front office by 9:00am and we will send the work to after-care where you can pick it up after 3:45. Tests will be made up as time permits, either at recess or during co-curricular. Please refer to the Student Handbook concerning the school policy on number of absences.

Arrival and Dismissal

Students who do not attend before-care should not arrive on campus before 7:40am. Parents will accompany their child into Marion Hall but students must walk independently upstairs to their homeroom. Parents must walk their child to the front office for a tardy slip if they arrive to school after 7:55. Students are not allowed to enter the classroom without a tardy slip. Please remember tardiness interrupts classroom learning. **Class begins at 7:55am sharp!**

Students are dismissed in the grassy area at 3:20pm with the exceptions of Mondays. Monday dismissal is at 2:45pm. All parents who pick up students **must** have a carpool sign and use carpool. Due to safety reasons, no one may park in the school yard for dismissal. Students who are not picked up by 3:30pm are enrolled in After School Care and charged accordingly.

On rainy days, parents will pick up their child from his/her homeroom class. Parents are not allowed to enter the building before 3:20pm, with the exception of Monday dismissal, which is at 2:45pm.

As always, if you have any questions or concerns, please contact us. We are looking forward to an exciting, fun, and productive school year full of learning and great times!

Sincerely,
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Miss Scheuermann
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Spelling
English
Reading

Mrs. Drury
4th grade Homeroom Teacher

Math
Science
Social Studies

Mrs. Sauber
3rd & 4th Religion