

Dear Families,

Hello and Welcome to St. Gregory the Great. Thank you in advance for attending and supporting our school!

Communication

Since communication is important in my classroom, I ask that any questions or comments be brought directly to me. You may contact me by sending an email [mbrownstg@gmail.com](mailto:mbrownstg@gmail.com) or better yet send a quick text to 626) 991-4246. We can schedule an appointment if necessary. \*There is a direct email link on our class web page.

Class Website

Our class website is <http://grade5-mbrown.weebly.com/> \*I will present tonight at the class session.

Absences

Make-up work and/or tests must be completed thereafter. Each day absent is the allotted time given to complete the make-up work and to take any missed tests. Make-up work will be given to the student when he or she returns to school. It will not be sent to the office.

Reading

I believe that Reading is the most important subject. Without good reading habits we could not learn other subjects. Students are expected to read a minimum of 20 minutes each night (Monday through Thursday). They should record their reading on the reading log and a parent must sign it each night. The reading log is to be stapled to the monthly book report in order to receive full points. You can access the reading logs though our class website under the tab “Forms” or they can pick them up in class in its designated location.

The students are expected to read a chapter book a month(give or take). When finished with their book they are to complete a short book report. The book report form is located in the front of the classroom or on the class website. Their progress will be monitored and recorded. Monthly book reports are due on the last day of each month, if the last day of the month lands on a weekend it is due that Friday prior. The books need to be Accelerated Reader books, after reading the book they are to take an AR test here at school.

Accelerated Reader

Students should be completing a quiz on Accelerated Reader at least once a month. Students will go to the school library once a week which they can check out a book to read for Accelerated Reader. On the inside cover of the book from the library, the students will see a quiz number, which they can enter the instead of the title of the book to bring up the correct book.

Students are to take AR tests here at school. Before your child takes an Accelerated Reader test please review the material so they will be prepared. You may not take any of the Accelerated Reader quizzes or tests twice. If they seem to be struggling with critical information gained from reading the book they may need further preparation or a book from a lower reading level. It is important that students stay at or above an 85% for their average percent correct. Otherwise, we might need to adjust their reading level.

Acellus

Acellus is an extra resource tool that the students can access at home to help students master basic skills.

**Online Program - All Grades**

**Subjects covered- Language Arts & Math**

**Information About the Program: Acellus delivers short video lessons and practice problems are given after each video to assess students’ understanding of the concept taught. Students move through the lessons at their own pace and can study anytime 24/7. Using Deficiency Diagnostics (DD), Acellus assesses areas of student weakness and gives more help and practice in these areas – further customizing the learning process and filling in holes in students' understanding for a strong learning foundation. Acellus is designed improve grades by supplementing the instruction a student is receiving in the classroom.**

Homework

Homework is a crucial element to the learning process. It helps review contents learned in class. Homework will be assigned Monday through Thursday unless otherwise noted.

Homework is written on the board for all students to see. The students need to write down their assignments in their homework planners. The homework is also posted on the class website and is updated daily. However, posting the homework on the website is a courtesy and so I ask for your patience if posting is missed on a day & or updated later that evening\* (Disclaimer)

It is the students responsibility to write down the correct homework assignments in their planner. The homework needs to be completed and turned in the next morning.

I will inform you of incomplete homework by writing the assignment in their student planner or on Gradelink with an INC (incomplete). Please check student planners to help keep open communication.

Grammar and Spelling Packets

Each week students are given a grammar and spelling packet. We complete one page each day and Thursday’s they are due. It is their responsibility to put in their class work folder.

Grading

The grading standard is as follows which is also outline in the student handbook, A 97-100, A- 93-96, B+ 90-92, B 87-89, B- 85-86, C+ 80-84, C 75-79, C- 70-74, D 65-69, F 64 and below.

Grades will be posted on Gradelink so please check regularly to see their progress. I do not post grades daily so please allow two weeks for updates (school-wide). **If you see an INC (incomplete) for an assignment that means I did not receive that assignment from your child.** Please check you child’s folders, backpack, and books for the missing work.It is their responsibility to write their names on the paper and put it in the proper place. It is also their responsibility to turn in their assignments on time.

I try to stay on top of sending out notices for missing work, but ultimately the best communicator of missing or incomplete work is Gradelink. **Work that is turned in one day late will receive half the credit. If work is turned in 2 or more days late the assignment will receive a zero**.

Classroom Rules and Procedures

Procedures are part of life. We follow procedures for eating in the lunch area, playing, or attending movies. The reason that we have procedures in life is so that people can function in society knowing the acceptable and efficient way other people do things. There are procedures and routines that facilitate this classroom. A procedure is not a discipline plan, nor is it a threat or an order. Rather, a procedure is a method of process for accomplishing things in the classroom. These procedures establish our classroom community.

Our classroom houses a small society. Each student is a citizen who acts in accordance with expected goals of behavior. Our classroom has the following goals:

1. **R**espect others and yourself
2. **E**veryone does his or her best
3. **S**oft voices and appropriate language are used
4. **P**lease keep our classroom and school clean
5. **E**veryone keeps hands, feet, and objects to self
6. **C**hange tasks quickly and quietly
7. **T**eacher’s directions are followed the first time they are given.
8. **F**ind your place in line and remain quiet
9. **U**se your free time wisely
10. **L**et us see your best outside behavior

\* Please enter and/or exit buildings quietly

**Positive Reinforcement as a class** - Positive reinforcement is important in my classroom. Students are constantly praised and rewarded for good behavior and are encouraged to exercise positive study habits.

**Individual Positive Reinforcement-** I am a strong believer of acknowledging students when they do great things. I reward students with positive comments and tokens/dollars for your student’s good deed. We have a Treasure Box where they can get cool prizes.

Supplies

It is important that students come to school prepared with the supplies they need for various lessons. **It is their responsibility** to inform you when they are in need of supplies.

Birthdays

Birthdays are special occasions that may be celebrated in the classroom. If you would like to bring treats to honor your child’s birthday, please send it at the beginning of the day and I will pass it out at recess. Please make sure there are enough treats for all students. Treats like donuts, brownies, cookies and cupcakes work best. You may also send individually boxed drinks. Please do not bring treats to the classroom after class has begun, this disrupts the class and distracts the students.

All information in this Supplemental Parent Handbook is subject to change.