

PARENT HANDBOOK

"Where tomorrow's leaders learn"

Mrs. Marci Cooper
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 939-3060
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Aug 15-1:12 PM

Dear Parents,

I am happy to have the opportunity to teach your child fourth grade this year. My most important goals is to provide a positive educational experience for him/her. I set high academic expectations and encourage each student to achieve their fullest potential. I truly want your child to have a caring learning atmosphere that will encourage respect, responsibility, and success for a lifetime.

During the first days of school, our class will be discussing our daily procedure, discipline, and cooperation. If you have a concern or question, please feel free to send me a note, jot a message in your child's agenda, call the school, or e-mail me at mcooper@wucsd.net. I can also be reached at home at 939-3904. I will get in contact with you as quickly as possible.

Please read over this handbook with your child and fill out the attached Student Contact form. This "Student Contact" form needs to be signed and returned to me as soon as possible. Also, familiarize yourself with the school handbook (which is located at the front of your child's agenda). I look forward to working with you and your child. Let's make it a great year together!

Sincerely,

 Marci Cooper

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Grading Policy

Grades will reflect student ability and effort. Grades are taken frequently from such sources as work completed in class, homework assignments, tests and quizzes.

- All assignments are to be handed in on time and completely finished.
- Homework reviewed or checked in class—some five points for completion. This encourages students to try every problem.
- Graded homework (collected)—a point value is assigned per question.
- Quizzes may be given from time to time to check on student progress and/or knowledge of new material.
- Grades from tests are weighted more heavily and count double point value. Please help your child to study for any upcoming tests.

GRADING SCALE

A = 100% - 92%
 B = 91% - 83%
 C = 82% - 73%
 D = 72% - 63%
 E = Below 62%

Grades are sent home at mid-quarter and report cards are given at the end of each quarter. Periodically, I may send home a grade report to indicate your child's progress. All reports will be sent home in the student's take home folder and are to be signed and returned to school.

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Discipline Plan

Classroom Rules:

1. Be Respectful
2. Be Responsible
3. Be Safe

See the chart located at the front of the agenda for more details.

If You Choose to Break a Rule:

- Verbal warning*
- Give up token
- Must not be verbally reprimanded twice
- Fill out action plan form**
- Call a Parent!

*If student is given a verbal warning immediately post to office. Refer to the student handbook—located in the front of the student agenda book.
 **If "Action Plan" form is not filled in the student's folder during or after school, it must be sent home to be signed by parent and returned to school the next school day.

If You Choose to Follow a Rule:

Each week the student will receive 10 tickets (1 ticket = positive point, 10 possible points = reward). If a ticket must be given up, the student will lose 1 point. Every five days, I will total the positive points and award the tickets. Students will be able to accumulate positive points on their individual incentive charts for special rewards.

- Reward system—see page 60
- Special Rewards
- Participate in Class Parties

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Homework and Test Study Tips

It is recommended that children in the 4th grade spend approximately 30-40 minutes each evening doing homework. When possible this time should be spent with a parent/guardian, rather than with the child working alone. Different students work at varied speeds; therefore, not everyone will be bringing home the same amount of homework. Below is a guideline of suggested study topics to do each evening to help study for tests, to work on after the regular homework is complete, or to do in place of homework for those who are already finished.

Read 15 minutes for "Reading a Fun" program. Inside the take home folder, the students are given a time to read each night. The goal is to read for 15 minutes five nights a week. This requirement is flexible, as long as the students meet or exceed the goal by the end of the month. This student will count toward reading incentive program and the students will receive a grade in reading for their participation in "RF".

Review math facts (20 min). Regularly review basic addition, subtraction, multiplication and division. Quiz the 4th grader or reverse the roles and have the 4th grader quiz the parent! When students are doing the teacher's anticipation on answers they are studying test! Visit the Everyday Math website! Also, throughout the year, I will teach the student math games they can play to review concepts.

Daily Geography. Inside the take home folder the students are given a series of geography related questions. The concept is to build research skills as well as their geography.

Etiquette. The answer can be found anywhere. Internet, magazines, textbooks, etc., etc.

Take Dispositions. The paper is distributed every Friday and it due every Friday morning for a completion grade. Does students finish two quarters per day, other students finish the whole paper and turn it in early. Start building their good study habits now! Don't procrastinate!

Other activities such as writing in a journal, playing dice or a board game, and visiting the library are great ways enhance learning at home.

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Helping your Child Succeed

There are many things that parents can do to help their child be successful in and outside of the classroom. The activities described below will benefit your student and help them become a success!


1. Set aside a special reading time every day (15-20 minutes) and have your child read to you, or read aloud to your child.
2. Keep newspapers, magazines, and other printed material easily accessible to your child.
3. Talk to your child daily about school. Ask them specific questions about what they are learning.
4. Encourage your child to keep a journal, diary, or scrap box or book with memories, goals, and dreams.
5. Supervise homework. Designate one special area for nightly homework to be completed.
6. Be a Backpack Detective! Check your child's backpack daily for homework, notes, and graded papers.
7. Keep in contact with your child's teacher. The more you get involved, the more your child will too.
8. Have your child make a monthly school calendar of events. List test dates, events, and activities. This activity helps build organizational skills.

And the #1 Tip... Invest the Importance of Education into your Child!
 A Child's success depends on the value they place on themselves and on their education.

Let's do it together...


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**Mrs. Cooper's
Daily Schedule 2011-2012**



8:25-8:30	Announcements & Pledge
8:30-9:30	Math
9:30-10:15	Reading- Small Group
10:15-10:35	PE & Music
10:35-11:35	Reading- Whole Group
11:35-11:55	Reading- Small Group
11:55-12:40	Lunch/Recess
12:40-1:10	Science & Social Studies (Mondays: Library & Computers)
1:10-2:30	Language
2:30-3:00	W.I.N. (What I Need - Interventions) Dismissal


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**Mrs. Cooper's Class
General Information
Aug. 17, 2011**

<p>HELLO! Welcome to Mrs. Cooper's 4th grade class!</p> <p>CLASSROOM INFO</p> <ul style="list-style-type: none"> • Weekly newsletter every Friday • Please review contents of take-home folders - return the empty folder and sign the speech www.pearson.com • Mrs. Cooper's email address: mcooper@mscedf.net <p>ALL-STAR IN THE NEWS</p> <ul style="list-style-type: none"> • Bring in a few photos and the get-to-know-you bag to share with the class • Teachers desk for the day <p>SCHOOL LUNCHES</p> <p>Breakfast \$1.10 and Lunch \$1.60</p> <p>Please send student lunch account deposits to school in an envelope with the following information:</p> <ul style="list-style-type: none"> • Student name • Date • Student ID number • Grade/Roomroom • Deposit Amount <p>You may write one check and have it divided between two or more children, even if they are at different schools. Just remember to make a notation on the envelope.</p>	<p>UP COMING EVENTS</p> <p>Friday, Sept. 2 - Half Day ☺ Monday, Sept. 5 - No School (Labor Day) Thursday, Sept. 8 - Picture Day "Say Cheese" Friday, Sept. 16 - mid-term 1st quarter</p> <p>BOOK ORDERS</p> <ul style="list-style-type: none"> • Make checks payable to Scholastic • Great Holiday gifts • Points earned help build classroom library <p>ABSENCES</p> <ul style="list-style-type: none"> • Please call the office at 939-3060 to report a student absence. • The number of days absent ≥ the number of days to make up missed work. • Please notify Mrs. Cooper and the office of any planned absence. <p>BIRTHDAYS</p> <ul style="list-style-type: none"> • Simple pre-packaged treats are great! (Please avoid peanut's due to allergies) • Remember to plan enough for the entire class (25 students) <p>VOLUNTEERS</p> <p>You are always welcomed! If you have spare time and would like to help at school, let me know.</p>
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Student Contact Form

*Please complete the following and return to me as soon as possible.

Student's Name: _____

Mother's Name: _____

Father's Name: _____

Best way to reach parents during **SCHOOL** hours (phone #, email, etc.):

Best way to reach parents during **EVENING** hours (phone #, email, etc.):

Something I might need to know about your child:

Please sign below that you have read Mrs. Cooper's Parent Handbook and discussed it with your son/daughter.

We agree to work together for a successful fourth grade year!

Parent Signature _____ Student Signature _____

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