



# **POLICIES AND PROCEDURES**

## **4TH GRADE**

### **MS. LITCHFIELD**

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#### **INTRODUCTION:**

I would like to start off by welcoming you to our class this year! I am so excited to see all the adventures and accomplishments God brings us to this year. I am so ecstatic to meet and get to know each and every one of you, as well as your families. I have so many fun things planned this year and I cannot wait for you to hear all about them. Over the past few months, you've been through a tremendous amount of new learning styles. I am committed to working with each of you endlessly in order to make your year successful and not too challenging. Under the current situation, we are being faced with, things will not be easy but together we will all get through them and be successful. I encourage each and every one of you to communicate with me as much as you need. I am looking forward to a fun and exciting year, and I hope you are excited as well.

Love,  
Ms. Litchfield

### **MISSION STATEMENT:**

St. Catherine of Siena Catholic School is dedicated to serving the community by providing an exceptional Catholic education that shapes the hearts, minds, and souls of our area youth. Together with our parents, we nurture the whole child while fostering the love of God, respect for self and others, and belief in gospel values, all in an atmosphere of Catholic faith and academic excellence.

### **CLASSROOM RULES:**

1. Treat others with respect
2. Be KIND
3. Raise your hand to speak
4. Stay in your seat unless told otherwise
5. Keep our classroom neat and clean
6. Come to class prepared
7. Always do your BEST!

### **COMMUNICATION AND CONFERENCE TIME:**

Monday & Tuesday: 9:40-11:30

Wednesday & Thursday: 10:30-11:30

Friday: 10:50-11:30

The easiest way to get in touch with me throughout the day is by email. I have my email pulled up the entire day so I'm more likely to see that first. If you have a concern regarding your student, please email me and we can set up a time to talk/meet.

Our class will use Class DOJO as well as Google Classroom as communication tools. I will update DOJO with reminders throughout the day. Google classroom will be used more for an academic matter, but I will also post information and reminders there, too. It's imperative that you and your child join both means of communication in order for us all to be on the same page throughout the year. Please use the codes below to log into class DOJO. I will have the students sign into their DOJO and Google Classroom accounts in class with me. If you have any questions or trouble logging in, please email me so I can help.

I will respond to all emails in a timely manner, no later than 24 hours. Although I do LOVE what I do, I do value my time spent with my family and friends. Therefore, I ask that you respect my "quiet hours." My quiet hours will be from 6:00 pm- 6:00 am and weekends. You

are more than welcome to message me, but keep in mind the hours and know there is a chance I will not respond until after those hours. .

**DOJO:** <https://www.classdojo.com/invite/?c=CKLN69M>  
(make sure you login as a PARENT)

### **LUNCH:**

11:30 am -12:00 pm

### **MASS:**

Mass will be every Friday from 8:20 AM - 9:30 AM. Students must wear mass uniforms! Boys may only wear pants. NO Shorts. Refer to the handbook for mass uniform information.

### **ABSENCES AND TARDIES:**

If a student is leaving for the day, they are required to check out through the office. The student will only be released to his/her guardian unless the school has been notified beforehand. If you know your student will be absent, PLEASE contact me or the front office in the morning. Once the student returns to school, they must have a signed note from a parent/guardian or a doctor. The absence will be noted as unexcused until written documentation is received.

The student will be required to make up the work they missed. The number of days the student misses will determine how many extra days they get. For example, if a student is absent for 2 days, they will have two extra days AFTER they return to school to make up the missed work. (so on and so forth) Now, I am completely open to working with any student to accommodate their needs. Please reach out to me if we need to add more days or if they need help. If a student will be out for an extended period of time, I encourage you to contact me so I can gather work, **beforehand**, for the student so they do not fall behind.

**\*\*\*\*PLEASE NOTE: This is not the case for a student that decides to self-quarantine for COVID. Those students are still expected to complete assignments and turn them in on the due date. If a student is in quarantine, please let me know so I can add them to the Google classroom for them to complete their assignments.**

Tardies will also follow the St. Catherine of Siena's handbook. Students should report to school by 7:50 am for morning announcements. The tardy bell rings at 7:50. If your student arrives at school later than 7:50, a parent/guardian and the student MUST sign in through the front office.

## **GRADES AND ASSIGNMENTS:**

I am normally a very fast grader. Parents should expect graded work in their child's take-home folder almost DAILY. If you are noticing work not being brought home, there is a problem. Please contact me and we will figure it out. Grades will be entered online before they are sent home, so you can always check your student's grades in the Parent Plus Portal as well.

If your student fails an assignment, a grade below 70, I will require them to go redo the assignment. The student should redo any missed problems **ON A SEPARATE SHEET OF PAPER**. Once they have fixed their mistakes, attach the sheet of paper to the back of the assignment, and **return it to me the next day**. I will also have a stamp that says Sign and Return. The parent/guardian should sign the paper after the student has redone their missed problems. This is a way for me to have the student take another look at the assignment and for me to see what I need to help them in. Sometimes things do not click the first time and we can always learn from our mistakes. When the student returns the assignment to me, I will regrade the assignment and offer full credit on the assignment.

Although I am not a fan of late work, I will accept it. Late work is troublesome for me as well as the student. One of my main goals is to teach responsibility to the students. Consistently turning in late work is not achieving that goal. A late penalty (10 pts. 1st day) will be enforced for late grades. If it is two days late, it will be 20 pts off, three days late 30 pts off. After the third day if the assignment is not turned in, it will be a zero in the gradebook and the student will not be able to turn it in. If there is a problem with not understanding an assignment, I am more than willing to help or offer an extra day to get the assignment in. Again, I just ask that the parent/student communicate those needs with me BEFORE the assignment becomes a zero or late penalties are applied!

## **HOMEWORK:**

Students will have homework! As part of a weekly grade average, they will be required to complete 45 minutes of iReady EVERY week. We will have a weekly computer lab time, but it is the students responsibility to obtain the rest of their minutes on their own time. This is a campus wide policy and is very important to their Math growth.

Students are also asked to read at least 20 minutes a day for homework. They will be required to achieve A.R. (Accelerated Reader) point every 9 week. These points are determined according to the results of their Star Assessment given each 9 weeks. I will add or subtract points as I feel are beneficial to the student. AR points are counted as a Test grade at the end of each 9 weeks!

If a student does not complete an assignment in class, it will be homework and due first thing in the morning. If it is not turned in, it will result in a late penalty or a zero (depending on how many days the assignment is turned in).

It is imperative that students do their homework! It will be very rare for a student to tell you they have no homework!

### **PROGRESS REPORTS AND REPORT CARDS:**

Progress reports will be issued during the 5th week of the grading period. They will need to be signed and returned to me by Monday the following week. There's a chance I will offer extra credit for returning them on time... 😊 Per the St. Catherine of Siena handbook, if a student is failing one or more classes when progress reports are issued, they are required to attend tutoring until the grade is brought up to a 75.

Report cards will be issued at the end of each 9 week grading period. Parents will receive their student's report card for the 1st and 3rd 9 weeks once they attend their parent-teacher conference. I will send an email with times to schedule your conference when the time gets closer.

Grading periods:

#### **Fall Semester**

1st August 10 - October 8

2nd October 12 - December 17

#### **Spring Semester**

3rd January 4 - March 4

4th March 7 - May 23

### **CELL PHONE POLICY:**

Cell Phones should be turned off ALL day and not seen or heard throughout the day. The student's phones should be in their backpack and not in their pocket. If there is an emergency, there will be exceptions made BUT only at the discretion of a faculty or staff member. If a phone is out or being used, the proper disciplinary action will be taken per the St. Catherine of Siena handbook. (See section 7.2 in the handbook)

Throughout the year, our class will use technology devices for educational purposes. (iPad, iPod, phone, tablet, etc.) I will notify the parents via DOJO when that time comes so you can send your child with a device. If you are not notified that a device can be sent, please DO NOT send them.

### **BIRTHDAY AND OCCASIONS:**

I LOVE birthdays. The students will soon realize that birthdays are a BIG deal in our class!!

😊 If you choose, I encourage you to send simple desserts for your child's birthday. Simple desserts include cookies, cupcakes, cookie cake, brownies, etc. The desserts must be from a commercial kitchen and NOT homemade! They must be individually wrapped as well. There MUST be enough for every student in the class. Students are also allowed to pass out party invites but they MUST have enough for everyone in the class to pass them out.

I LOVE party planning and class parties. Should you want to plan a class party, please get with me so we can prepare.

### **SERVICE HOURS:**

Fourth graders are required to complete 4 hours of service by the end of the school year. Our class will complete those hours in various ways throughout the year.

### **FOOD AND DRINK POLICY:**

With our new classrooms, I will not allow food in the classroom unless there is a special occasion. However, I will allow students to bring their own water. Only water, no flavor packets. The water must be in a sealed water bottle and filled up at home. Now, if a student needs to have snacks for medical reasons or other necessities, please let me know so I can provide that need to them.

# PLEASE SIGN AND RETURN:

(ONLY THIS PAGE! KEEP THE REST FOR YOUR REFERENCE)

I have read and understood these policies and procedures. I will do my best to help implement these policies and procedures with my student. Please contact me with any questions or concerns.

Students Name:

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Parent Signature:

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Date:

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