

CLASS ROUTINES
Mrs. Renz & Mrs. Zistel Fourth Grade 2011-2012
page 1 of 3



Welcome to our classrooms! Your child will have both of us as teachers this year. Mrs. Zistel will be teaching the literacy block (reading, writing, spelling) to both classes and Mrs. Renz will be teaching math, science, health, and social studies to both classes (see schedule below for more details). Students will spend the morning with their “homeroom” teacher and the afternoon with the other teacher.

- **Class Web Site:** We believe in providing excellent communication to parents and students in our class. You will find our classroom web sites loaded with information for parents and children. Our websites are always up to date so you can be sure what you are reading is accurate. You will find parent announcements, homework assignments and handouts, our spelling lists, a calendar of events, curriculum, helpful web sites to reinforce our grade level skills, photos of classroom projects and memories, classroom projects, Mastery Club challenges, parent conference schedules, our school supply list, our schedule, and much more! Be sure to bookmark our site or add it to your favorites list for quick access. Mrs. Renz’s website: www.mrsrenz.net Mrs. Zistel’s website: <http://www.mrsrenz.net/zistel/index.html>
- **Student Work On the Web Site:** Some of your child’s work may be posted to our website with parent permission. It is a wonderful way to view your child’s fourth grade accomplishments. Rest assured that your child’s name will NEVER appear next to a photo of your child. Student work is listed by first name only.
- **Contacting Mrs. Renz:** I check my e-mail all throughout the day and evening. It is a great way to get feedback to your questions or comments, and I encourage you to contact me this way. Important Note – if you have a message you need to get to your child before the end of the day – please call our school secretary at 541-526-6400 and leave the message with her. My e-mail address is heather.renz@redmond.k12.or.us and I also receive my school e-mail at home, so feel free to send me a note even after school hours. My school phone is 526-6400 x4035 and also has voice mail capabilities.
- **Contacting Mrs. Zistel:** I check my e-mail all throughout the day and evening. It is a great way to get instant feedback to your questions or comments, and I encourage you to contact me this way. Important Note – if you have a message you need to get to your child before the end of the day – please call our school secretary at 541-526-6400 and leave the message with her. My e-mail address is michelle.zistel@redmond.k12.or.us and I also receive my school e-mail at home, so feel free to send me a note even after school hours. My school phone is 526-6400 x4033 and also has voice mail capabilities.
- **MUSTANG Folders:** This will be our home-to-school connection folder for all incomplete work, homework and school correspondence. Completed assignments from the previous week will come home in the “MUSTANG Folder.”
- **Homework:** Our homework packet is passed out on Friday and is due the next Friday. Homework should take 30-40 per night (Monday-Thursday) to complete. The homework packet should be brought home in the MUSATNG Folder. We include parent announcements and upcoming due dates so be sure to read it. Students are expected to read for a minimum of 15 minutes each night and record the number of minutes read each night. Please sign when your child completes the packet and nightly reading. Students will receive “Collegiate Cash” for their completed homework and parent signature turned in ON TIME. Late homework receives credit but no classroom cash. Our class web site “Homework Backpack” page includes the homework list and announcements. Extra copies of the homework packet are located in our classrooms but students are encouraged to save the copy handed out on Friday.
- **100% Homework Club:** Students who turn in all homework on time for the entire term will become members of the 100% Homework Club and will receive an award certificate for work well done.



- **Due Dates for Classroom Assignments:** Classroom assignments are generally due the next school day after they are assigned. Class time is always given to complete assignments. Students will need to finish an assignment at home if it is not completed during the work time given during class. This is in addition to the normal assigned homework.
- **Absences:** When your child is absent, he or she is responsible for making up the work. Students will have a yellow “Absent Folder” on their desk when they return. Students have the same number of days they were gone to make up the work. For example, if a student misses 2 days of school, s/he would have 2 days after he returned to school to make up the work. Much of our classroom activities cannot be done at home (group work, experiments, in-class activities, buddy class activities, etc), so regular attendance is encouraged.

CLASS ROUTINES

Mrs. Renz & Mrs. Zistel Fourth Grade 2011-2012

page 2 of 3

- **Grading:** Intermediate grade students receive report card grades of 6, 5, 4, 3, 2, 1.

Daily grades, however, will be assigned using percentages.

Grading Scale:

6 = 98 - 100%

5 = 90 - 97%

4 = 80 - 89%

3 = 60 - 79%

2 = 40 - 59%

1 = 39% & below

Exemplary – shows extraordinary application

Advanced – exceeds grade level expectations

Proficient – consistent application of content/skills. Meets grade level expectations.

Likely to meet state testing standards.

Developing – shows basic application of content/skills. Working towards grade level expectations

Emerging – shows some evidence of content/skills

Beginning – shows little or no evidence of content/skills

Any work can be corrected and turned back in for a grade change. The score will be raised for successful corrections.

Other grades which you may see include:

T = turned in

E = excellent

S = satisfactory

P = demonstrates progress

N = needs improvement



- **Effort:** Students are always expected to turn in their best work in their best handwriting. Students have the opportunity to correct low scores to make sure they understand what was being taught and to have their grade raised.
- **Spelling:** Students will use "Sitton Spelling" which emphasizes spelling in everyday writing. Tests will be on Fridays and in the context of a story being read. Students are responsible to learn words on the list of "core" words and "No Excuse" words. These lists are also posted on our website. While the core word list may look easy, remember that these words are also the words that are expected to be spelled correctly in context every time in students' writing.
- **Health:** This year students will participate in a nutrition and fitness program as well as learning life skills, problem solving, safety (personal safety, drugs/alcohol, earthquake safety, fire safety, intruder drill procedures and playground safety), the skeletal system, nutrition, and growth and development (for girls only).
- **Discipline:** To provide a safe and pleasant environment, our Tom McCall school wide rules are: Be respectful, be responsible and be safe. Students will be taught the rules by all staff by modeling, direct instruction and positive reinforcement for good choices. For great behavior, your child may bring home a "Marvelous Mustang Memo" and be entered into a school wide drawing. For minor and repeated problems, you will be contacted by phone or note to inform you if a "Mustang Mishap" was issued. Mishap slips are sent to our principal, Mr. Frank, for review.
- **Star of the Week:** Every week a different student will be our special person, or "star" of the week. All week, this person will help in the classroom, get special privileges like using the special roller chair, eating with friends at the table, and leading the line all week. Students will receive a special book written by classmates about the "star" person.
- **Wise Owl Award:** Each month one student will be chosen as the "Wise Owl Award" recipient for exhibiting traits of a successful student and responsible class member. The Wise Owl is awarded to the student each month who has best exhibited one or more of the following traits:
 - has a positive attitude
 - is hard working
 - shows improvement
 - works to his or her potential
 - listens attentively
 - helps others
 - goes above and beyond
 - is a good citizen
 - is ready to learn
 - is outgoing
 - shows academic progress
 - demonstrates leadership



A traveling Wise Owl statue goes home with the student and she or he keeps it for the month. This owl is carefully wrapped in a plastic box and travels to and from home and school, visiting wise owl students and their families.

CLASS ROUTINES
Mrs. Renz & Mrs. Zistel Fourth Grade 2011-2012
page 3 of 3

- **Classroom Incentives:** When students follow the rules and do the right thing they will be verbally recognized and may earn classroom cash, called "Collegiate Cash." Classroom cash can be spent at our end of year auction (see below). Students can also earn "Compliment Points" as they show citizenship skills and demonstrate responsibility. When the class has earned an average of four points per student, the students earn a video party, at which they may bring healthy snacks to share with others.
- **Auction:** At the end of the year, students will spend their "Collegiate Cash" they have saved all year. We will hold a classroom auction comprised of nice garage sale and items we have collected from local stores. If you have any items to donate, we would appreciate it very much! ☺ Mini auctions will also be held throughout the year.



- **"Brain Busters" Math Problems of the Month:** Brain Busters are for students who wish to add a new wrinkle to their brain! Students simply work the problem, show their solution on the answer sheet and put it into the Brain Busters can in our room. New questions are posted each month. Those students with the correct solution will receive their name on our Brain Busters Web Page.
- **Discovery Quest:** This is the "speaking" part of our curriculum. Once a month students will choose either one of the quests for the month or will give a one to two minute presentation on one of the topics or on a newspaper current event. Presentations are on Friday mornings and are assigned based on the student's number.
- **Classroom Banking:** Students will deposit most of their "Collegiate Cash" into a savings account in our classroom "Renz Bank." Students may apply to be a student bank teller or manager by taking a math test and showing the skills necessary to run the bank. Student bank employees will manage the accounts, check deposits and withdrawals for accuracy, and assist with classroom income tax collections. Later in the year students will get checking accounts and will pay for fines, fees, and taxes with this account. They will also learn to endorse their paychecks.
- **Conferences:** Conferences will be held during the week of November 17-18 and again during the week of March 22-23. Your child will lead this conference for you and teachers will give feedback and answer questions.
- **Parent Volunteers:** We cannot imagine teaching without the assistance of parent volunteers! Parents play a critical role in the functioning of our classroom. We appreciate any support and help you can offer. In order to help in the classroom or chaperone on field trips, all volunteers must fill out the district volunteer form and be approved at least two weeks prior to the field trip. This form will be sent home but may also be requested from our office. We encourage you to fill out the form to keep your options open throughout the year. Please let me know your talents and skills and we'll put you to work! ☺
- **Field Trips:** We will take several field trips over the course of the year. Stay tuned for more information as we plan for the year. If you would like to chaperone, be sure you have the district's volunteer form already filled out. It takes approximately 2 weeks to become an approved volunteer. More time is needed at the beginning of the school year so be prepared and turn in your form early.
- **Water Bottles:** Students are encouraged to bring and use a plastic water bottle with a spill-proof lid.



We look forward to teaching your child this year!

Mrs. Heather Renz & Mrs. Michelle Zistel