

CLASS ROUTINES
Mrs. Zistel & Mrs. Renz 4th Grade 2008-2009
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Welcome to our classroom!

- **Class Websites:** We believe in providing excellent communication to parents and students. You will find our classroom websites loaded with information for parents and children. We update our sites, so you can be sure what you are reading is up-to-date information. Be sure to bookmark our sites or add them to your favorites list for quick access.
Mrs. Renz's website: www2.redmond.k12.or.us/mccall/renz
Mrs. Zistel's website: www.redmond.k12.or.us/mccall → click Teachers → 4th Grade → Mrs. Zistel
- **Contacting Us:** We check our e-mail all day long. It is a great way to get instant feedback to your questions or comments, and we encourage you to contact us this way. Our contact information is listed on every homework packet and on the school website.
- **Homework:** Homework packets are due Friday. They should take 30-40 per assignment to complete. Homework will be sent home in the MUSTANG Folder along with a parent note. Students will also read for at least 15 minutes each night. Students will record the number of minutes read. Reading minutes with a parent signature will receive "Collegiate Cash". Students receive a paycheck for packets turned on-time only. Our class website "Homework Backpack" page includes all homework information and handouts.
- **MUSTANG Folders:** This will be our home-to-school communication folder for all work and correspondence. The folder is organized with two pockets. Students will organize their papers in the folder. On left side you will find work that is acceptable and should be "left" at home (grades of "4" and above). Work on right side of the folder needs to be completed or corrected and turned "right" back in (grades of "3" and below).
- **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.
- **Report Cards:** Report cards will be sent home with your child at the end of the term.
Term 1: Dec. 10, 2008 Term 2: March 18, 2009 Term 3: June 10, 2009
- **Absences:** When your child is absent, he or she is responsible for making up the work. 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, he or she would have 2 days after returning 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.
- **Grading:** Intermediate grade students receive grades of 6, 5, 4, 3, 2, 1.



Grading Scale:

6 = 98 - 100%	<u>Exemplary</u> – shows extraordinary application
5 = 90 - 97%	<u>Advanced</u> – exceeds grade level expectations
4 = 80 - 89%	<u>Proficient</u> – consistent application of content/skills. Meets grade level expectations. Likely to meet state testing standards.
3 = 60 - 79%	<u>Developing</u> – shows basic application of content/skills. Working towards grade level expectations
2 = 40 - 59%	<u>Emerging</u> – shows some evidence of content/skills
1 = 39% & below	<u>Beginning</u> – shows little or no evidence of content/skills

Assignments can be corrected and turned back in for a grade change.

Other grades which you may see include:

T = turned in
E = excellent
S = satisfactory



P = demonstrates progress
N = needs improvement

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- **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 might be misspelled or used incorrectly in everyday writing that takes place on any assignment.
- **Word Within a Word:** This program teaches students about word stems and their root origins. It helps students "unlock" meanings to unknown words as they are reading. Students will receive 5 new words each week and will be tested on Friday.
- **Health:** This year students will learn 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 (girls only).
- **Discipline:** To provide a safe and pleasant environment, our Tom McCall school wide Mustang Motto is, "Give me five!" - Be respectful, be responsible, be kind, be honest, 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 problems, we have a school wide "Mustang Mishap" slip that will be sent to our principal, Mrs. Seeberg, 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 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.
- **Classroom Incentives:** When students follow the rules and do the right thing they will be verbally recognized and may earn classroom money called "Collegiate Cash." Classroom money can be spent at our end of year auction (see below). Students can also earn points from school staff as they show citizenship skills of the "Give Me Five" school motto. When the class has earned a party they may bring healthy snacks and juice to share with others.
- **Auction:** At the end of the year, students will spend the "Collegiate Cash" they have saved all year. Classroom auctions comprised of nice garage sale and items we have collected from local stores will be held. If you have any items to donate, we would appreciate it very much! ☺
- **Wise Owl Award for Mrs. Renz's Class:** Each month one student will be chosen as the "Wise Owl Award" recipient. The winner will have his or her name engraved on our trophy. The student will have his or her picture taken with the Wise Owl and will receive a special certificate of his or her achievement.



Another Wise Owl goes traveling and is the same as the owl that is on the trophy. The award-winning student of the month takes this home and 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.

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

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- shows academic progress
- demonstrates leadership
- **Mastery Club for Mrs. Renz's Class:** I believe students should be challenged to learn as many new things as they can. Saying "I'm bored" is not going to happen in our classroom! Challenge activities may be completed at home or at school. Students earn \$50 "Collegiate Cash" for each challenge mastered. Students who achieve 16 challenges or more become members of the "Hall of Fame" and will have their name added to the Hall of Fame wall.
- **"Brain Busters" Math Problem of the Week:** Brain Busters are for all of our students who wish to add a new wrinkle to their brain! Students solve the problem, show solutions on the answer sheet and put it into the Brain Busters can in Mrs. Renz's room before the end of the day Friday. Students who correctly solution the problem will receive their name on our Brain Busters Web Page.
- **Book Projects:** This year students will read several novels in a certain genre at their reading level and complete book projects. Students will share book projects with the class. Some class time will be given for reading and working on the project but one hour weekly of reading is also expected to be completed as homework. Depending on how the class silent reading time was used, some students may need to do more at-home reading in order to complete the book and project by the deadline.
- **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 report on a newspaper current event. Presentations are on Fridays.
- **Classroom Banking:** Students will deposit most of their "Collegiate Cash" into a savings account in our classroom bank. Students may apply to work in the bank 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 – Due to our unique team teaching situation, conferences will be scheduled and "look" different than in the past. Your child will lead this conference with you. Both teachers will be available in their homeroom classrooms, assisting students. Unless you are contacted by us, you will not have a specific assigned time to conference. You may come anytime during the hours listed below. We believe your child can share this valuable information with you, taking ownership of his or her education. It is extremely important to us that you make every effort to attend this conference. Parents, child, and teachers are a powerful team when working together.
- Conference hours: Tuesday, Oct. 14 from 4-7 pm & Thursday Oct. 16 from 10 am to 7 pm.
- **Field Trips:** If you would like to chaperone, **each year you volunteer**, you need to have the district's volunteer form already filled out. It takes approximately 2 weeks to become an approved volunteer.

Cost for the year: \$15 due before conferences (Oct. 16th)

Location	Date
Oregon State University, Corvallis	Renz: Oct. 27 Mon. ~ Zistel: Oct. 29 Wed.
Fish Release, Sisters, Oregon	December During school day
Angling Clinic, Shevlin Pond, Bend	March/April During school day
Fort Vancouver & Oregon State Capitol	May 6, 2009 5:30 am – 5:30 pm



- **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

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your options open throughout the year. Please let me know your talents and skills and I'll put you to work! ☺

- **Water Bottles:** Students are encouraged to bring and use a plastic water bottle with a spill-proof lid.
- **School Supplies:** Please make sure supplies are replenished throughout the year.

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|---------------------------------------|---------------------------------------|
| 1 one inch binder | 1 set colored pencils (24 or more) |
| 1 70 page spiral notebook | 1 set crayons (24) |
| 1 package notebook paper, wide rule | 1 pair scissors |
| 1 set of 8 divider tabs | 3 glue sticks |
| 1 small package of notebook paper | 1 pencil box (5" x 8" maximum size) |
| 2 composition books | 1 box tissues (for classroom sharing) |
| 2 folders with bottom pockets | 1 solar calculator - optional |
| 3 pkgs #2 pencils | 1 set water color paints |
| 3 dry erase markers, thick tip, black | \$6 for classroom supplies |
| 1 pencil eraser | |

We look forward to teaching your child this year!
 ~ Mrs. Heather Renz and Mrs. Michelle Zistel ~

Our Schedules

	Mrs. Renz's Homeroom Student Schedule	Mrs. Zistel's Homeroom Student Schedule
8:40 am	Students may enter school and eat breakfast	Students may enter school and eat breakfast
8:50 am	Students not eating breakfast enter the building	Students not eating breakfast enter the building
9:00-9:15	School starts, attendance is taken, students begin the morning warm up activity with Mrs. Renz	School starts, attendance is taken, students begin the morning warm up activity with Mrs. Zistel
9:15-9:55	"Specials" Rotation: Fine Arts, Computer/Library, PE with Mrs. Renz	"Specials" Rotation: Fine Arts, Computer/Library, PE with Mrs. Zistel
9:55-11:15	Math Concepts and Problem Solving with Mrs. Renz	Literacy: Reading, Spelling & Writing with Mrs. Zistel
11:15-12:15	Science / Social Studies / Health / Discovery Quest Speeches (Fridays) with Mrs. Renz	
12:15-12:35	Lunch	Lunch
12:35-1:05	Recess	Recess
1:05-2:30	Literacy: Reading, Spelling & Writing with Mrs. Zistel	Math Concepts and Problem Solving with Mrs. Renz
2:20-2:30	Recess	
2:30-2:40	Literacy ~ Reading, Spelling & Writing with Mrs. Zistel (continued)	Recess
2:40-3:20		Science / Social Studies / Health / Discovery Quest Speeches (Fridays) with Mrs. Renz
3:20-3:30	Return to Home Room, Clean Up	Return to Home Room, Clean Up
3:30	Dismissal	Dismissal

