

BACK TO SCHOOL NIGHT

WELCOME

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS. OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

August 2014-15

Dear Parents/Guardians/Students,

Welcome to Fourth Grade. I hope everyone had a great summer. As always, the start of a school year holds the promise of new discovery and learning, as well as the prospect of personal growth in all areas.

I have put together some helpful classroom information to help you and your child become familiar with my expectations for the school year. Take a day or two to read through this information. You may want to keep this information in a special place so that you may refer to it throughout the year. **I have enclosed several forms for you to fill out, which are to be returned on first day of school. (PLEASE)**

- 1) Student Information Survey
- 2) Volunteer Information Form
- 3) Classroom Phone Tree
- 4) Internet Usage Form
- 5) I have "Read and Reviewed" form
- 6) Photo Release

If you need to contact me, I prefer email, if possible. My email address is jbokinskie@questacademycharter.org I check my email at least 3-4 times every day. My response time is usually within 24-48 hours after receipt of your email. You may also call the school and leave a message (801-731-9859).

I'm looking forward to an exciting year. Thank you for your help and cooperation in getting this year off to a great start!

Sincerely,

Mr. Bokinskie

READERS BECOME LEADERS

Birthdays

Administration has asked that students not bring in any food-type treats. One suggestion is that a book be donated to our class library in lieu of treats. Please do not feel “obligated” to have your student bring in anything for their birthday. Your child’s birthday will still be acknowledged. To avoid any hurt feelings, please mail birthday invitations to classmates’ homes. Do not have your child distribute his/her invitations before or after school, as this may also cause hurt feelings.

Absences

Your student is to see me for work missed during their absence. Class work missed is to be completed as homework and turned in by the date specified; otherwise the assignment(s) will be considered late and graded accordingly. The number of days your student has to make up absent work is equal to the number of days he or she has missed.

If you plan to pick up your student’s work, please notify the office by 9 a.m. to give me time to get the assignments put together before the end of the day.

Vacation

I ask that I be given at least a week’s notice to put together a packet for your student. Any work given **must be turned in the day the student returns**. If work is not turned in the day your student returns, it will be considered late and graded accordingly.

Planners

In order to help students get their homework assignments done, students will be given a Planner to be filled out everyday. All assignments are written on the Planner Board. If a student does not have his/her planner, then a blank piece of paper is to be used to write down the information. Please be sure to initial so that I know you have reviewed the information with your student. We want to help your child be successful.

Folders

Students have colored folders for each subject including one for Take Home/Homework, which is green. All papers are to be placed in the appropriate folders to keep your student organized.

Papers in the Take Home/Homework folder should be reviewed as this will contain returned/graded assignments, information from the school, letters about projects, etc. Please be sure all assignments are placed in the folder and returned the next class day.

Class work/Homework Assignments

Students are expected to be responsible for completing and turning in all class work, homework assignments, and any projects on time. Students are expected to be prepared with all their materials. **Students will not be allowed to call home if they forget their work.** Students should pack their backpacks at night with all the materials needed for the next day. Organization is the key to success! (Note: Any class work not completed will be homework.) Homework will vary with lessons.

Late Work

Points will be deducted for any late work, whether class work or homework. The work will lose 10% of the score achieved for each day late up to 50% on the 5th day. Late work is not accepted after the 10th school day.

Class BLOG – Classroom Information

<http://qacblogs.org/james.bokinskie/>

This is where you can keep on top of your student's assignments, test schedule, projects, etc. I also post notes to parents, classroom activities and anything else you need to know. We are using planners but just in case your student misses something, you can get the information from my website. I am going to update it weekly. You can access my website from the Quest Academy website, under Faculty.

Also, if you have any questions, feel free to email me as I check my emails at home, in the evening.

Classroom Discipline

All classrooms will have a "card chart" labeled with the student's name and with a green, yellow, and red card for each student. All students start the day with a "green" card. If a student breaks a classroom or school wide rule the student's green card is pulled and the yellow card is displayed. If the student breaks another rule, the yellow card is pulled and the red card is displayed. The student must complete a STOP THINK DO form while in the classroom to encourage the student to reflect on their behavior and make appropriate choices in the future.

If another rule infraction occurs, the student's red card is pulled and the student's parent is contacted. If another infraction occurs, then an office referral is required.

Student will be disciplined for talking excessively, for "horse-play," not following classroom and/or school rules, or any other inappropriate or disruptive behavior. (See Parent Handbook for additional behavioral discipline.)

Classroom Rewards

Students may earn "**B-bucks**" to spend on "PRIZE BOX" day, which is the short day at the end of each month. Donations for the prize box are much appreciated. (Dollar store, Walmart... inexpensive "party" favors and such!!)

SIS Grading Program

Grades will be posted on a weekly basis. Be sure to check your student's progress. You can obtain a user name and password at the office.

If your student has a Zero it means the assignment is missing. The grading program we use does not allow "E" for excused or "M" for missing.

Grading Policy

Students will be graded in each subject, based on total points.

4.0 = A

3.0 = B

2.0 = C

1.0 = D

Tests

Reading and Spelling tests are given on a weekly basis. Language Arts tests are included as part of the reading tests. Math, Science, and History tests are given after completion of each unit.

Parent/Teacher Conferences

Look for notification from administration about scheduling your appointment, as all scheduling is done on-line by parent/guardian.

Parent/Teacher conferences are scheduled as follows, per the 2012-2013 school calendar:

- October
- March

School Calendar

Please be sure to check the school calendar for “Early” days and “No School” days. Early Day dismissal is 1:00 p.m. You can obtain a copy from the Quest Academy website.

Parent/Guardian Email

Please be sure to write down your email address on the Student Information Survey. I like to be able to contact parent/guardian by email.

Uniform Policy – Per Quest Academy Policy (See Parent Handbook). Please be sure your student is in compliance with the school uniform policy.

Snow Days

As per the Uniform Policy, snow boots must be changed into school-approved shoes while inside the building.

Classroom Supplies It is important that your child have all his/her classroom supplies. Class supply list is online. (Quest Website)

Language Arts

We will cover spelling, writing, vocabulary, grammar, etc. Students are expected to write in their best handwriting. All work must be neat and able to read. Students may be asked to redo an assignment that is not legible.

Reading

Students will be expected to read, at home, a minimum of **20 minutes a night**. Reading to a parent/guardian or even a younger sibling can be counted as part of the 20 minutes.

We will be doing book reports. I will send home a letter with all the requirements so that you will know how the report will be graded for each book report. We will be reading a variety of genres.

Utah History

In addition to the Utah History curriculum, we will be doing 2-3 projects. A letter with all the requirements and due date for each project will be sent home.

Science

We will be covering five areas: Weather, Water Cycle, Rocks & Minerals, Fossils, Utah Wetlands, and Plants & Animals. We will be doing some hands-on activities, Power-Point/Keynote presentations and models. There may be some activities that will need to be done as homework.

Math

We will be doing timed multiplication tests. Students need to know their multiplication facts. It would be great if you could help your student with knowing their facts through 12's. This is in addition to the regular Math curriculum.

Students will be able to access their textbook via Internet. Each student will be given a letter with their User Id and Password, along with the website.

Technology

Students will have access to both the PC Lab and Mac Lab. We will have computer class twice a week. We will also be utilizing laptops, in the classroom, as we have rolling computer labs (COWs). Be sure to fill out the Internet Usage form; otherwise, your child will not be able to have access to our computers.

Physical Education

P.E. is once a week, either in the gym or outside. We do exercises, run laps, practice P.E. skills, and play games. Therefore, your child needs to wear appropriate clothing and footwear. Slick shoes or restrictive clothing can be a hazard during physical education activities. For safety, students should wear tennis shoes. Girls are asked to wear pants or shorts. If you feel your child should not participate in P.E. on a particular day, please write a note stating the reason. All children will be expected to participate unless they have a note excusing them.

Projects

Please! Please! Resist the temptation to “Do” your student’s project. Help, give guidance, go over the directions with them, but Don’t Do. Allow your student to do the work. This is another way of learning, by doing and feeling a sense of accomplishment. (Thank You.)

Look for additional information throughout the school year. Remember to fill out all enclosed forms and return them the first day of school.

After school help

I will be available for individual student help after school. Monday/Wednesday/Friday. More on this to follow, as student progress is measured, evaluated and schedules arranged. Or, by individual appointment.

Classroom Volunteers

Room Captain

Name	Phone number

Special Talents

Name	Phone number

Halloween Class Party

Name	Phone number

Valentine's Class Party

Name	Phone number

Donations for Supplies (special projects/parties)

Name	Phone number

Social Study Activity

Name	Phone number

Volunteer Information

I love to have parent volunteers in the room! I can be a much more effective teacher when I have volunteers to share the load. If you are interested in volunteering, please fill out the Volunteer Info form. It would be great if you could come in regularly on a certain day of the week or at a certain time. Doing so will help me plan activities that need a helping hand! If not, that's o.k., any help would be appreciated. So if you would like to volunteer, please fill out the form with the best days and times for you to work in our classroom.

If you are unable to volunteer in the classroom, that's o.k. I may have things to be sent home. Let me know if this is where you can help.

Examples: Help with hands-on Science activities. Help with monitoring Math centers. Last year I had a parent come in every Friday to do Art projects, some of which incorporated Utah History activities, Science activities, or just some type of art activity.

I am looking for someone to be our "Room Captain" (formerly known as Room Mom). This position would be the liaison between our classroom and POQA. You would also be in charge of our class parties. We will have three parties, TBD at a later date. (Halloween, Valentine and possible something in the Spring- I need to coordinate dates and parties with Mrs. Rounds)

Please be sure to fill out the Volunteer Information form.

Thank You!!

Name of Person volunteering: _____

Name of Student _____

Phone number _____

Email _____

_____ I am available to help (list day(s) and time available)

I would like to help with _____
