

Welcome to Mrs. Shelton's Fifth Grade!

I know this will be an enjoyable and successful year. I am so happy to be teaching fifth grade at Quest Academy. If at any time there are questions or problems, please feel free to discuss them with me before or after school by appointment or email me at [kshelton@questac.org](mailto:kshelton@questac.org).

Time Schedule: Monday-Friday 8:30-3:00

Attendance: Regular attendance is extremely important! The math and reading programs are built in steps. Much of what we do involves classroom discussions and group learning experiences that are difficult to make up. If your child is not ill, please see that he/she is at school. It is also very important that the students are to school on time. Please send a note with your child to explain each absence. I will be following the school's guidelines for absences and tardies.

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 me as soon as you can to give me time to get the assignments put together..

Class Rules:

1. Respect yourself, others, and our school.
2. Keep your hands, feet, mouth, and objects to yourself.
3. Follow directions the first time they are given.  
(Look at the person, say, "OK", and do it right away)

School Rules:

1. Silent Movement - In the hallway, hands should be to the side or folded, feet, mouths, and voice silent. In the classroom, unless it is an approved group activity, student's voices should be quiet when a teacher, fellow student, or guest is talking. Students should also keep hands and feet to themselves while moving around the classroom.
2. Raise Hands - students must raise hands to ask a question or make a comment unless the teacher gives directions otherwise.
3. Self-Start - Students will enter class and get to work without being prompted.
4. Follow Directions - Students must explicitly follow directions the first time given.
5. 12-inch Whisper - During group activities students should use quiet voices that cannot be heard from 12- inches away.

Students will be expected to adhere to these rules in all areas of the school, before school, and after.

Discipline: I believe that students have the right to learn, teachers have the right to teach, and that no one has the right to disrupt that process. We (as a fifth grade) will also be using ZAP Sheets for discipline issues.

**Zap Sheets** If a student is not following the class rules resulting in a behavior that disrupts the learning of others, interferes with the student's ability to learn, or creates a distraction so the student or other students in the class are unable to focus on their work or classroom instruction, the student will receive a "Zap" sheet. Upon receiving the Zap sheet the student will go to the office and phone his or her parents reading a script from the Zap sheet. The script will let parents know what infraction occurred and which class the student was in. Students will remain in the office until class is over. Students will be responsible for making up any work missed in class while the student was in the office. Students will also be issued a lunchtime detention for receiving a Zap Sheet.-Taken from the Quest Academy Handbook grades 6-9

**Reading:** Please encourage your child to read at least 20 minutes a night, this is part of their homework and will count towards their reading grade.

**Daily Assignments/Homework:** All assignments are due the next day unless otherwise specified. All assignments are to be turned in by the student each morning. Any assignment not completed within seven days of the date it was assigned will receive no credit. Assignments with scores less than 2.4 or 70% are required to be fixed and turned in again for a better score, also within one week. Tests and quizzes may not be fixed.

**Aspire Grading Program:** Grades will be posted on a weekly basis. Be sure to check your student's progress. I will update grades every week. During Back to School Night, we will be asking for correct contact information. After we are sure all information is correct, you can contact the office for your username and password for the SIS system.

**Grading Policy:** Students will be graded in each subject, based on total points.

4.0- 96%  
3.7- 92%  
3.5- 88%  
3.2- 84%  
3.0- 80%  
2.7- 76%  
2.5- 72%  
2.2- 68%  
2.0- 64%  
1.7- 60%  
1.5- 56%  
1.2- 52%

Please make sure to check your child's SIS account to make sure they are not missing any assignments. Be sure to update your settings in SIS to receive a weekly e-mail of your child's progress.

Technology: Students will have access to both the PC Lab and Mac Lab. We will also be utilizing laptops and iPads in the classroom. Be sure to fill out the Internet Usage form; otherwise, your child will not be able to have access to our computers. Students will be given homework assignments on the computer. Please talk to me if you do not have Internet access at home.

Citizenship: A grade for citizenship is made up of four components.

- 1)Behavior-following class and schools rules.
- 2)Assignments completed on time.
- 3)Responsibility-returning progress reports and other important papers on time.

Blog – Classroom Information: This is where you can keep on top of what is going on in class. I post homework, pictures, movies, notes to parents, and anything else you need to know. You can access my blog from the Quest Academy website, under Faculty & Staff and scroll down to the 5th Grade Teachers. Once you have found Mrs. Shelton, click on blog and make sure that you subscribe so you get an email each time I update. <http://qacblogs.org/kerri.shelton/>

Supplies: The following are items that would be helpful for your child to contribute to class. Please refrain from sending things to school that are too big to fit in a desk or extra supplies that will be a problem. Personal items, toys, video games, etc. must be left at home. Students are required to always have a book for reading at their desk.

Thank you,

Mrs. Kerri Shelton

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(Parent Signiture)

I have read and understand the policies/procedures and expectations of Mrs. Shelton's 5<sup>th</sup> grade class.