

Classroom Policy and Procedure Letter

Mr. Dispenza – 4th Grade Teacher

2025 - 2026 School Year

Welcome Parents and Students,

I hope you all had a relaxing summer. I look forward to working with you and your child throughout the upcoming 2025 - 2026 academic school year. I ask that you please read over my classroom policy and procedure letter and discuss it with your child.

Classroom Expectations

Students must always be prepared for class each day. This includes completing homework assignments on a daily basis and bringing any supplies needed from their supply list. Students are also responsible for making up any assignments or class notes when they are absent. If there is ever a situation where your child does not know what the assignment is, please send me a message on gradebookwizard or have them contact a classmate to get the correct assignment. Students must adhere to all the guidelines administered in the Saint John's Lutheran Handbook on our schools website. Textbooks and other material belonging to St. John's Lutheran should also be maintained and returned in good condition. All students are expected to be respectful of his/her classmates and teachers. We will work towards developing positive Christian values and character traits as they are important skills to helping your child become productive members of society.

4th Grade Curriculum

Mathematics - We will continue to use **Envision Mathematics** for our Math curriculum.

Envision Math is a program that is aligned with next generation standards to help your child develop skills such as: Mathematical reasoning, verbal expression of ideas, and building strong mathematical habits. Students will be given Envision Mathematics Workbooks Volume 1 & 2, plus additional practice questions that will be used most likely for homework as a reinforcement of the lesson. I will also be using tools such as: Manipulatives, Place - Value Charts, Order of operations word wall, and online interactive tutorials throughout each lesson to meet the needs of every student.

Envision Mathematics Volume 1 (Consists of Topics 1 - 7)

1. Generalize Place Value Understanding.
2. Fluently Add and Subtract Multi-Digit Whole Numbers.
3. Use Strategies and Properties to Multiply by 1 Digit Numbers.
4. Use Strategies and Properties to Multiply by 2 Digit Numbers.
5. Use Strategies and Properties to Divide by 1 Digit Numbers.
6. Use Operations with Whole Numbers to Solve Problems.
7. Factors and Multiples.

Envision Mathematics Volume 2 (Consists of Topics 8 - 16)

8. Extend Understanding of Fraction Equivalence and Ordering.
9. Understand Addition and Subtraction of Fractions.
10. Extend Multiplication Concepts to Fractions.
11. Represent and Interpret Data on Line Plots.
12. Understand and Compare Decimals.
13. Measurement: Find Equivalent in Units of Measure.
14. Algebra: Generate and Analyze Patterns.
15. Geometric Measurement: Understand Concepts of Angles and Angle Measurement.
16. Lines, Angles, and Shapes.

ELA - This year we will be using **Progress books for ELA**. Each student will receive a Progress workbook and Progress assessment book. Grammar and Vocabulary will also be incorporated into the curriculum which will improve your child's ability to understand more complex texts and enhance their writing skills using descriptive language. We will practice listening, speaking, reading and writing to develop and express new ideas.

Some topics that we will further explore are:

- Myths, Short Stories, Fictional Narratives, Historical Nonfiction, Personal Narratives, Drama, Poetry, Scientific Nonfiction, Writing Opinion, Informative and Explanatory texts, We will also work on Research Reports as well as additional responses to literature.
- Throughout the year, students will be assigned book reports. They will also be required to write Fictional, Informative, & Narrative writing pieces that are aligned with ELA writing standards.

Social Studies - We will be using Studies Weekly Magazine for our Social Studies Curriculum throughout the year. Students will also focus on developing map skills and how to properly read graph charts as it pertains to gaining a better understanding of New York State as an important entity within our Nation.

The topics that will be covered are:

Native Americans establishing settlements in North America, European Conquest, American Revolution, building our Democratic Republic, fighting for freedom, effects of war and rebuilding, and current events.

Science - We will be using Studies Weekly Magazine for our Science Curriculum throughout the year.

Key topics that will be covered are:

The Scientific Process, properties of and changes in matter, forms of energy, laws of motion, geography and climate, systems found within an ecosystem and characteristics of different kinds of species.

**** Please note: Students will be provided a class schedule during the 1st week of school.**

Grading Policy - Your child's grades will be based on a variety of assessments. They are but not limited to: Projects, homework/class work, pop quiz, multiple choice quiz/test, short answer quiz/test, summative assessments, rubrics for written or oral presentations and performance tasks. Some assignments might be graded differently. For example, some assignments may be graded out of 10, 20, 30, 40, 50, or 100 points.

All failed assessments must be signed and returned promptly. Please check Grade Book Wizard often throughout the course of each marking period so that you are aware of your child's progress.

Homework Policy - Homework will be given regularly. Your child is responsible for writing all assignments and important notes/reminders in their homework planner. Homework is expected to be completed on time and to the best of your child's ability. Missing homework must be made up either during recess or at home. I ask that you please review your child's work each night. Missing work may result in recess detention.

**** Important:** On the first full day of school, your child will choose 2 classmates as homework buddies who they can call in the event that they are unable to attend school. I strongly suggest that your child message me on gradebookwizard before any student if they are unsure of what their homework assignment is because sometimes their classmate may give them the wrong information.

Discipline Policy - I feel it is very important to maintain a healthy and safe working environment. Therefore, I like to use Positive reinforcement when I observe negative behavior. It usually benefits the student in a positive way. I attempt to mediate any issues on a one to one level. However, if a child continues to exhibit disruptive, disrespectful or inappropriate behavior, the following may occur: Loss of recess time, exemption from school activities, phone call home, parent meeting, Principal intervention, and in some cases suspension or expulsion. Recess detention will be given for every 3 incidences of misbehavior or if a student is unprepared 5 times in a given week.

Computer rules and regulations - Each student will have access to their own laptop computer. Every student is responsible for using the computer for school purposes only!! **Students are not allowed to take selfies or use websites that are not related to the lesson or task that is assigned to them. Doing so may result in losing computer privileges and possibly recess detention.**

Enrichment Activities - All the students know that I'm big into sports. I usually play football, basketball, soccer, or kickball with my students. Sometimes students would work on art projects in the classroom as well. Every year, my students have different interests. Some are into sports and others are more into art or playing board games or games on the computer. Therefore, I will let the class decide what they would like to do when enrichment week starts.

GradeBookWizard.com - is our communication and grading system that is designed to facilitate communication between students, parents and teachers.

GradeBookWizard.com will allow students and parents to see their child's grades, assignments, homework, and send or receive messages from their teachers. If you have not received a login slip, you will be receiving your login slip during the first week of school. Please inform me if you have trouble logging into your account. This year, your child will be given access to their own Grade Book Wizard student account. I ask that you encourage them to check their progress regularly. **Please check Grade Book Wizard often throughout the course of each marking period so that you are aware of your child's progress.**

**** If anyone has any questions or concerns, please feel free to send me a message on Gradebookwizard.com**

I look forward to meeting all parents and guardians during our Teacher / Parent Meet and Greet on Wednesday, September 10, 2025 @6pm.

Sincerely,

Mr. Dispenza (4th Grade Teacher)