

Classroom Policy and Procedure Letter
St. John's Lutheran School
ELA 5-8

Welcome Parents and Students,

I am looking forward to working with you and your child during his/her academic journey this 2024-2025 school year. I ask that you please read over the following policy and procedures for ELA. Please contact me via Gradebookwizard with any questions.

Classroom Expectations

Students are to be prepared for each class; this includes homework assignments in addition to the books and supplies needed for the day. Students are responsible for recording all notes and assignments, as well as obtaining and/or making up any missed work. All work must be completed and/or submitted on time; this includes homework, class work, group work and individual assignments. Work that is not received on time may be subject to penalty or point reduction of the final grade.

Additionally, students should carry an independent reading book with them to all classes. Students should declutter all folders on a regular basis. It is important to keep work organized and neat.

Students are expected to be respectful of his/her classmates and teachers. Students should keep a well maintained area at all times. Books and other material belonging to St. John's should be maintained and returned in good condition. Please read the school's Technology Agreement letter carefully as the use of school computers, Ipads and tools are vital elements of our learning experience.

We will be using *ELA Progress*. Each student will receive a Progress workbook and an assessment book, called *Progress Monitor*. Additional reading and writing tasks will include the use of materials such as chapter books, Scholastic Magazines, books from our library and online tools. The *Progress* workbook and *Monitor* assessment book must be covered using contact paper.

Grading Policy

Overall grades are based on work products that address grade level standards. I may work with students on an individual or small group basis. I encourage students to ask questions and always

try his/her best to truly engage him/herself in his/her work. Students will have multiple opportunities to practice a skill prior to assessing his/her mastery of a topic.

I will use a variety of assessment methods such as: exit slips, quizzes, multiple choice quizzes/tests, short answer quizzes/tests, summative assessments, rubrics for written and/or oral presentations, classwork, homework, as well as in-class observations and performance tasks. I grade most quizzes and tests out of 100%, however I may grade simple tasks on a point scale. For instance, when using a rubric that allows for a total of 4 possible points I may write the grade as X out of 4 (X being the total points earned); these scores do not weigh as heavily on the total average. Students are given plenty of time to complete all tasks; therefore, I do not give extra credit assignments. It is extremely important that parents and students check grades that are posted on Grade Book Wizard often throughout the course of each marking period.

Homework Policy

Your child is responsible for writing all homework assignments and important dates in his/her school provided planner. Homework is expected to be completed on time and to the best of the student's ability. Students should review grammar rules, vocabulary and reading/writing strategies discussed in class (which can be found in their Progress book/notebook/handouts). Each student is responsible for studying nightly to prepare for all quizzes and tests.

Discipline Policy

[Upper Grades should refer to the policy in place.](#)

It is important to maintain a healthy working atmosphere. I look to foster virtuous behaviors. If I observe a negative behavior, I will attempt to mediate the issue on a one to one level with each person involved. I will call or message parents/guardians whenever a situation arises that adversely affects a student. Extreme circumstances of misbehavior may result in a phone call home, lunch/recess or after school detention, a scheduled teacher/parent/student meeting, principal intervention, exemption from school activities, and in some cases suspension or expulsion.

Grade Book Wizard

Grade Book Wizard is an online system used to monitor your child's academic progress, as well as the basic means of communication between parents and teachers. Check Grade Book Wizard often to view recent grades and/or messages. Do not hesitate to contact me if there are any extraneous circumstances preventing your child from completing a task.

I thank you for giving me the opportunity to teach your child. I am dedicated to preparing my students for their future high school careers. I hope to see you all at the Meet and Greet at 6:30 p.m. on Thursday, September 12th.

With greatest appreciation,
Ms. Roschbach