

**Dear Parents and Students,**

**Welcome to Mr. Kirkpatrick's fourth grade class! I know this year is going to be fun and exciting. Fourth grade will experience many new challenges and celebrate their successes along the way. The students will be more independent in their learning. Accountability is a big part of the learning process and students will receive letter grades based upon their performance.**

**The teaching process involves the whole school community. Parents are the primary educators of their children and your child will be supported by me, the staff, and most importantly, you, the parents. Communication between parent and teacher is important and if you need to reach me, I can be contacted by phone at 1-858-693-1522 ext. 1324 or (the secretary will then connect you to my voicemail). You can also e-mail me at [rkirkpatrick@goodshepherdatholic.net](mailto:rkirkpatrick@goodshepherdatholic.net). If you need to speak with me in person, please set up an appointment ahead of time.**

**Thank you for your support and cooperation. I look forward to a fantastic school year!**

**Sincerely,**

**Mr. Kirkpatrick**

## **RELIGION**

**We Believe: God's Law Guides Us**

**Family Life: Benziger Program**

**Religion is a vital part of our daily classroom routine. We will be taking a closer look at why the Bible is important in our lives as Catholics. Our main focus for this year is the Ten Commandments.**

## **READING**

**Reading Street Common Core**

**Reading Street Common Core supports higher levels of reading and writing. Every lesson is finely tuned to teach the Common Core State Standards (CSSS). Reading Street increases text complexity in reading, provides accessible rigor, balances fiction and informational texts, builds content-area knowledge, emphasizes close reading, focuses on informative/explanatory, argumentative/opinion, and narrative writing, implements performance assessments, and integrates media and 21st century skills.**

**Accelerated Reader**

**Accelerated Reader (AR) is software tool for monitoring the independent practice of reading. AR assesses a student's reading level, suggests titles of books at that level, and then assesses whether a student has completed reading the book by asking a series of questions. This software tool allows teachers to easily monitor and manage students' independent reading practice.**

## **HANDWRITING**

**Universal Publishing**

**"Writing Our Catholic Faith"**

**Cursive penmanship will be required on all assignments. The amount of cursive writing will be increased. The students will practice their cursive on a daily basis and will receive a grade for handwriting.**

## **ENGLISH**

**Houghton Mifflin English**

**Grammar, parts of speech, sentence structure and writing skills will continue from previous years. Students will have many opportunities to build their writing skills and present their writing in the form of formal reports, novel studies, and presentations.**

## **MATHEMATICS**

**Houghton-Mifflin Harcourt**

**Go Math**

**This is a new text for mathematics this year and it is aligned with the Common Core State Standards.**

**The fourth grade curriculum will cover the following areas:**

**Place Value and Operations with Whole Numbers**

**Fractions and Decimals**

**Geometry, Measurement, and Data**

## **SCIENCE**

**McGraw-Hill Science**

**The Science curriculum for fourth grade covers life sciences and portions of earth science.**

## **SOCIAL STUDIES**

**Houghton Mifflin History-Social Science: California Studies**

**We will focus on California's rich history from its early settlements to the present day.**

**Students will also have the opportunity to research and report on the California missions.**

**In addition, students will learn about geography and industries of the nation.**

## **PHYSICAL EDUCATION**

**Mr. Drummond**

**Physical education classes will be on Mondays and Thursdays. Students must bring their P.E. uniforms to school, and they will change at the appropriate times.**

## **COMPUTER**

**Mr. Hight**

**Computer operations and keyboarding skills will be taught. Students will learn how to research, create, and save reports on computer hardware. Class will be on Wednesday.**

## **LIBRARY**

**Miss Espejo**

**Library books are borrowed and returned on a weekly basis. The library will be an integral part in developing good reading and research skills. Class will be on Wednesday.**

## **MUSIC**

**Mr. Banayat**

**Music class will be on Tuesday.**

## **SOCIAL DEVELOPMENT AND RESPONSIBILITY**

**The students are responsible for maintaining a clean, tidy and safe environment. Homework is monitored and responsibility for assignments is encouraged and reinforced. Developmentally, students participate in group work and are guided to support the group and contribute as much as possible; knowing that their participation is valuable. This is seen in role-playing, sharing and presentations.**

## **LISTENING AND SPEAKING**

**Students are required to participate in oral presentations, literature circles, and oral reading, as well as, small groups and class discussions. Students remember that proper communication entails good listening skills and knowing when it is their turn to speak.**

## **MAJOR REPORTS AND PROJECTS**

**Students will receive a time line for each project, which they must adhere to. Parents must sign after each phase of the project until the project is complete. This will help monitor your child's progress.**

## **HOMEWORK**

**Homework is an essential part of reinforcing the concepts taught in class and helps the student practice good study habits and self-discipline. Parents are encouraged to help review the concepts with their child, practice various academic skills and provide a positive environment, where the child is motivated to stay on task and finish all assignments on a consistent basis. Homework may be assigned on a daily basis. A total of 60 minutes is required for fourth grade. This does not include incomplete class work. Students are expected to complete all homework assignments. A student who chooses not to complete an assignment will receive a zero and will be unable to make it up. As many days as your child is absent are the number of days that your child has the opportunity to complete his or her homework. (For example: your child is absent one day, your child has one day to complete his or her work).**

## **BOOK REPORTS**

**Book reports will be required and the books must be of the fourth grade reading level and at least 100 pages in length and approved by the teacher. Guidelines will be given to the students for each project.**

## **CLASSROOM MANAGEMENT**

**Students are expected to conduct themselves as faith-filled Christians and are expected to exhibit respectful and responsible behavior. Students who have challenging time adhering to the classroom rules will have to sign in to the behavior log and identify the reason for their sign-in. Behavior grades will be affected by these incidences.**

## **ACADEMIC DISHONESTY**

**Students are required to show academic integrity in their work. Copying answers, letting someone copy your answers and plagiarism will not be tolerated. Consequences are outlined in this section.**

## **TESTS AND QUIZZES**

**Tests and quizzes will be sent home. This will help you and your child keep track of his or her progress and academic challenges.**

**The Diocesan Grading Policy is as follows:  
Letter Grade Percentile**

<b>A</b>	<b>93-100</b>	<b>O</b>
<b>A-</b>	<b>90-92</b>	<b>VG</b>
<b>B+</b>	<b>87-89</b>	<b>G+</b>
<b>B</b>	<b>83-86</b>	<b>G</b>
<b>B-</b>	<b>80-82</b>	<b>G-</b>
<b>C+</b>	<b>77-79</b>	<b>S+</b>
<b>C</b>	<b>73-76</b>	<b>S</b>
<b>C-</b>	<b>70-72</b>	<b>S-</b>
<b>D+</b>	<b>67-69</b>	<b>NI</b>
<b>D</b>	<b>63-66</b>	<b>NI</b>
<b>D-</b>	<b>60-62</b>	<b>NI</b>
<b>F</b>	<b>below 60</b>	<b>U</b>

**NE- Not Evaluated**

## **CHEATING**

**Cheating has been defined as “borrowing test answers from an unpermitted source”, copying a classmate’s homework or assignment, allowing work to be copied, sharing answers over the phone and/or plagiarizing on a report. Students caught cheating will face these consequences:**

**1st Offense: “0” on assignment/test and parent signature**

**2nd Offense: “0” on assignment/test and parent/teacher conference**

**3rd Offense: “0” on assignment/test and parent/teacher/principal/student conference**

## **GENERAL SCHOOL RULES**

### **Safety and Quiet Zone**

**This zone is the concrete area immediately around the building. Students are required to walk and be quiet in this area during school days.**

### **UNIFORM**

**Students are to be in full uniform every day, unless there is a note home to parents regarding this matter. P.E. uniform is required for P.E. classes on the scheduled days. Full dress uniforms are required during liturgy and para-liturgy. Uniforms are expected to be neat and tidy with shirts tucked in and clean shoes. Please abide by the requirements set forth in the school handbook.**

### **EATING AREA**

**Students must eat their snack and lunch on the designated tables/benches. Students are expected to listen to supervisors during this time and must make sure that all garbage is placed in the trash. Students must leave their eating area in good order. Gum is not permitted anywhere on school grounds or during field trips.**

### **REMAIN ON SCHOOL GROUNDS**

**Students are required to remain on school grounds during the school day. Students will be called to the office, if they have been signed out by their parent. If lunch is delivered, parents are required to bring it to the office. Students will then pick their lunch up at the office. Students must also remain on school grounds during the time between the end of school and the end of extracurricular activities.**

### **PLEASE ADHERE TO THE SCHOOL HANDBOOK RULES AND REGULATIONS. ONGOING ASSESSMENT REVIEW**

**All new students entering grades k-8 at Good Shepherd Catholic School are automatically placed on review (academic and behavioral) for the duration of the first quarter of the school year.**

**Procedure:**

**During the fourth week of the quarter the teacher(s) involved will meet with administration and academic dean to discuss and evaluate the following categories:**

- 1. Extent of student's involvement in his/her learning: class participation, effort, and completion of assignments.**
- 2. Student's application to study/homework.**
- 3. Level of progress.**
- 4. Academic standing**
- 5. Responsible behavior, attitude, peer relationships, and any other areas of concern.**

**Parents will receive written notification indicating review status with the first report card. Should the student be experiencing difficulty in one or more of the categories listed above, and/or academic dean will request a conference with the student, parents, and teachers involved. Observations will be shared along with strategies/accommodations to help the student improve his/her situation.**

**At the end of the first quarter, one of the following will occur:**

- 1. Review will be discontinued (written notification)**
- 2. Review will continue, tutoring will be required, closer home supervision**

**Will be required, progress at school will be monitored more closely.**

- 3. Testing, psychological and/or academic, may be requested at this time.**

**The principal will assist the parents in discerning what is in the best interest of the student. A student may remain on probation for an extended period of time at the discretion of administration. If parent/student commitment does not allow for the attainment of specific, pre-conference accommodations/modifications for said student, the administration will assist the parents in finding an alternative environment more suited to the student's needs.**

**ONGOING ASSESSMENT REVIEW FOR STUDENTS CURRENTLY ENROLLED**

**Any student currently enrolled may be placed on review if they fail to meet the standards required of all students.**

**Students are evaluated according to:**



- 1. Extent of student's involvement in his/her own learning: class participation, effort, and completion of assignments.**
- 2. Student's application to study/homework.**
- 3. Level of progress.**
- 4. Academic standing.**
- 5. Responsible behavior, attitude, peer relationships and any other areas of concern.**

**Should a student experience difficulties in any of the above mentioned areas, the teacher(s) will work with the student to provide a variety of strategies designed to help the student succeed. Inability to improve will lead to a conference with the student, parents, teacher(s), academic dean and administration at which time a future course of action will be discussed. Should the student be unable to improve in the above mentioned areas of concern at the time of the subsequent report card, he/she will be placed on the ongoing review. The teacher(s) will monitor the student for the entire review period, which will last one full report card period. At that time a written notification will accompany the student's report card. Should the report be satisfactory, the review will be discontinued. Should it be unsatisfactory in one or more of the areas above, the administration and/or academic dean will request a conference with the student, parents, and teachers involved. Observations will be shared along with strategies/accommodations to help the student improve his/her situation. If the review continues for the second report card period, independent tutoring and closer home supervision will be required, progress at school will continue to be monitored and psychological and/or academic testing will be requested. The administration will assist parents in discerning what is in the best interest of the students. A student may remain on review for an extended period of time at the discretion of administration. If parent/student commitment does not allow for the attainment of specific, pre-conference accommodations/modifications for said student, the administration will assist the parents in finding an alternative environment more suited to the student's needs. (The terms "ongoing review" and "review" are replacement words for the term "probation.")**

## **STUDENT THREATS AND POLICY PROCEDURE**

- 1. Any and all threats of harm to self or others must be taken seriously.**
- 2. Whoever hears the threat will report it to the principal immediately.**
- 3. Police will be notified.**
- 4. The parent or guardian of the student who has made the threat will be notified immediately.**
- 5. The student will be kept in the principal's office under supervision until the police/parents arrive.**
- 6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.**
- 7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed:**
  - a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.**
  - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she will determine the need for a psychiatric evaluation.**
  - c. The principal will after obtaining the permission of the parents, provide the mental health care professional with all the relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.**
  - d. The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation must be delivered to the principal. The principal will share them with legal or administration who will assist the principal in the decision regarding readmission of the student to the school.**

- 8. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be made or announced at the meeting. Any decision on whether to re-admit will require consultation with the pastor.**
- 9. Disciplinary action including suspension/expulsion will be administered as appropriate.**
- 10. If the student is re-admitted to the school, the mental health care professional must at the principal's or pastor's request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment.**
- 11. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.**
- 12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or the pastor should have access to these files. This documentation will be kept for period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.**

**This policy must be communicated clearly to all faculty, staff, volunteers, parents/guardians, and students. This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.**