

## PARENT RESPONSIBILITIES

- \* Label ALL of your child's belongings, especially school fleece.
- \* Cover your child's workbooks with clear contact paper. The contact paper is used to prolong the life of each book.
- \* A small finger food should be brought for snack each day. This should be a nutritious, easy to eat food, since we will be eating at our desks. Children will not be provided with spoons. NO DRINKS PLEASE.
- \* Please check the take home folder each day for notes, homework, etc. Please **sign the planner** and return the folder to school each day.
- \* Please look over the newsletter each Monday. It will have information about what we will learn each week, tests and spelling words.
- \* Bookmark the class website. It will also have a copy of the spelling words, book report project and links to web pages that we use in class.
- \* Birthdays: A special snack is always welcome! Please drop it off first thing in the morning so I can serve it at snack

Ryan Academy of Norfolk  
Instructor: Shannon Kurtz  
Classroom: Grades 3-4  
[skurtz@ryanacademy.org](mailto:skurtz@ryanacademy.org)

Class website:  
[www.kurtzcorner.org](http://www.kurtzcorner.org)



## Mrs. Kurtz's Class Policies

In our class,  
we don't do  
**EASY**  
We make **EASY**  
happen through  
**HARD WORK** and  
**LEARNING!**

Ryan Academy of Norfolk  
*Respect, Responsibility, and  
Resourcefulness*



Dear Families,

I want to welcome you to the new school year. I am looking forward to having your child in my class. Each subject has exciting topics awaiting them. In Math, we will be investigating the relationship between opposite operations. In ILA, we will have writing workshops to expand our reading and writing activities. In Social Studies, we will explore the past and present, inviting learners to tackle challenging questions about our global community. In Science, we will be participating in virtual labs to learn about the branches of science.

Below you will find information regarding class policies. If at any time you have questions of concern, please do not hesitate to contact me on my school email.

Thank you for your kind attention. I am looking forward to a great year.

#### Personal Responsibilities:

1. Arrive to class on time and be prepared for every class by having books, paper and a pen or pencil every day. Students will lose participation credit if they do not bring these items, as without them they will not be able to fully participate/ complete tasks.
2. Be respectful and courteous.
3. Be responsible.
4. Observe all school and class rules.

#### Classroom Responsibilities:

1. Workbooks must be covered with contact paper.
2. Keep your notebook organized and date all assignments.
3. Complete sentences are a requirement of all written work.
4. Use correct spelling and grammar when completing all assignments.
5. If you miss class, remember YOU are responsible for making up any missed assignments.
6. Cheating/plagiarism will not be tolerated. If a student is caught cheating/plagiarizing, a zero grade will be given and the parent/guardian will be notified. Please see the Student Handbook for any further penalties.
7. Bullying will not be tolerated.
8. Behavior that is consistently disruptive will result in an email/phone call to parents/guardians.

#### Class Grading:

Tests:	25%
Quizzes:	20%
Homework:	10%
Classwork:	15%
Projects:	25%
Participation:	5%

#### Homework:

1. Do your homework assignments in the time that they are assigned, making sure to submit them on their due date.
2. Unless otherwise specified, homework is an individual activity. Cheating/plagiarism are not acceptable and will result in a zero for the assignment.
3. Incomplete assignments will not receive full credit.
4. All assignments will be written in the student planner.

#### Tests:

1. Notice of all tests will be given at least two days in advance.
2. All major tests must be completed in order to receive a report card grade.
3. Textbooks and notes will be sent home to study at least 2 days before the test.
4. If a student fails a test (below 60%), her/his parents will be notified by email.

#### Make-Up Work:

Obtaining make-up work is the responsibility of the student. Students may make up missed homework and classwork at home on their own time, and may only use class time to complete make-up work if they have completed all their current assignments. Students will have the equivalent number of days that they were absent to submit the missed work. For example, if a student is absent for 2 days, then they will have two days once they have returned to turn in any missed assignments. Please see the Student Handbook for more details.

