

# FIFTH GRADE WEEKLY ASSIGNMENTS REPORT POLICY

Communication between teachers and parents is an essential part of any classroom. At St. Joseph Catholic School, RenWeb is our main communication tool in terms of your child's academic performance. In fifth grade RenWeb grades will be updated by Friday of every week. Parents are encouraged to check RenWeb frequently.

To help keep parents informed of their child's progress, fifth grade policy is to send home a Weekly Assignments Report (Green Sheet Report). The purpose of this report is to inform parents of their child's grades for the week. The assignments that were recorded in RenWeb that week will be listed on this weekly report. Parents should check these assignments on RenWeb so they know what grades their child earned. By signing the Green Sheet, parents are acknowledging that they have seen these grades on RenWeb and are aware of their child's progress. All assignments listed will be grouped in two sections.

All tests (and assignments that count as test grades) will be noted in the top section of the report. Test scores are permanent and may not be corrected. They are provided only to keep you informed.

All homework/classwork grades will be recorded in the bottom section of the report. All homework/classwork grades are also permanent, with the exception of undone (0%) work and absent work. Any undone or absent assignment may be completed and turned in by Monday. Late work will receive late credit (70% of earned grade) during the first half of the first trimester. Late work not turned in by Monday will remain a 0%. No late work will be allowed after the first midterm. Absent work must be completed and turned in by Monday, and will receive full credit if turned in by then. Any absent work not turned in by Monday will become a permanent 0%. It is the student's responsibility to approach the teacher about making up missed (absent) tests. If not made up in a timely manner, absent tests will be recorded as a 0%.

The Green Sheet is meant to be a two-way communication tool. Parent questions or comments may be written directly on the sheet (or attached to the sheet). The Green Sheet and corresponding grades on RenWeb are my weekly notification to you of your child's performance. Parents are expected to take an active roll in assessing the significance of a low grade (or grades). I am more than willing to discuss problem areas and possible solutions, however parents should contact their child's teacher when they notice and are concerned about a sudden drop in performance or a pattern of poor/unsatisfactory grades.

The Green Sheet is a very important communication tool. It is therefore imperative that students have parents sign it during the weekend. I strongly suggest parents ask to see the Report and check RenWeb when their child returns from school on Friday so they have the weekend to work on late/missing assignments. Students are to turn in signed sheets first thing on Monday mornings. Due to the importance of communication, students who forget to get the Green Sheet signed are given only two chances. The third time a Green Sheet is not signed on time the student will be given a detention.