

Informational Packet

4th – 9th Grade

2009 -2010 School Year

CCSM

CLASSICAL CHRISTIAN SCHOOL OF MANKATO

Includes information on the following:

Orientation

Grades

Report Cards

Conduct

Classroom Rules

Lunch

Parent/Teacher Binder

Suggested Schedule for Home

Daytimer

Subject Maintenance

Late Work

Fourth Grade

- History / Scripture Memory
- Science
- Latin and English Grammar
- Handwriting
- Writing/Literature
- Logic
- Geography
- Spelling/Phonograms

Fifth – Ninth Grade

- History
- Geography
- Scripture Memory
- Science
- Latin and English Grammar
- Handwriting
- Writing/Literature
- Spelling
- Logic

Math/Grades 4th – 9th

Orientation

Parents are required to attend orientation. This will be held shortly before school begins in August.

Grades

The following grade scale will be used. Please note the following exceptions:

Latin and Saxon Math requires a minimum of 80% for promotion to the next level. Students not maintaining 80% are not recommended for promotion. Should a student's final grade in either of these subjects be below 80%, a consultation with the tutor and administration will be required.

A+ = 100↑

A = 93-99

B = 86-92

C = 79-85

D = 70-78

F = 70↓

Report Card

- Students receive a report card at the end of each trimester.
- Each subject receives two grades; the first is the homework grade and the second is the tests and quizzes average.
- A space is provided for tutor comments.
- The report card must be signed by a parent or guardian and returned to CCSM within a two-week period.
- At the close of the academic year a final report card is issued and becomes the parent's property.
- Report cards should be kept as a permanent record.
- **The school does not keep permanent records.**

Conduct

Our goal is first time obedience. As an encouragement for the students to reach this standard, tutors will use the following conduct system:

1. If a classroom rule is broken, the student is given a **polite reminder**.
2. If another incident occurs, the student is given a **warning** and may be asked to write their name on the board and a note is sent home to parents.
3. A **conduct mark** is given for a third offense and the student is **sent** to Mr. Forbes or Mrs. Maertens. The parent may be contacted and Dad may be asked to come in to school.

Certain behavior will warrant an immediate conduct mark.

Conduct marks are also given if a student arrives to class late, without proper textbooks or proper uniform. In the unlikely event that a student receives more than five conduct marks in a grading period, the parents will be contacted by phone and asked to help in correcting the misbehavior. Dad may be called in to school to help deal with the problem.

The highest standards of conduct are expected from CCSM students. Drinking alcoholic beverages, using illegal drugs, smoking, profanity, disrespect for authority or property, improper sexual behavior, and abuse of others are all prohibited.

Conduct Grade Scale

<u># of Marks</u>	<u>Grade</u>
0	E+
1	E
2	E-
3-4	S+
5	S
6-7	S-
8	N
9	N-
10	U

Classroom Rules

- 1. Be kind with your words and actions.** Be an encourager. Keep your hands, feet and other objects to yourself.
- 2. Be honest.**
- 3. Be respectful and courteous to everyone.** Do not disturb others who are trying to learn. Refrain from making comments, noises, and using inappropriate language that does not belong in the classroom.
- 4. Be patient to speak out.** Talk in turn by raising your hand and waiting for the teacher to call on you.
- 5. Be obedient immediately when asked to do something.**
- 6. Be a hard worker and come prepared to learn.** Always do your VERY BEST!

Lunch

Students will be expected to eat with manners and clean up their messes. Keep lunches **simple!** We suggest a sandwich, fruit, and chips. **Fast food is not allowed.** Because of the risk of allergic reaction, please instruct your child not to share his lunch with anyone nor to bring any nuts . We will **NOT** be using microwaves for lunches. **Water is the only drink permitted.**

Parent/Teacher Binder

- All families should keep a Parent/Teacher (P/T) binder to maintain a concise and organized record of each student's academic year.
- There should be a tab for the following items:
 - CCSM calendar- This will be a reminder of upcoming events etc.
 - Information Packet/Miscellaneous communication
 - Teaching Tips
 - An individual tab for each subject (math, Latin, etc.) to file information received from tutors. Record the name of the textbook and a copy of the syllabus. At the end of the year select pieces of work that demonstrate your student's ability in the subject.

This method of organization will build a permanent record that is well organized with the information needed for higher education.

Suggested Schedule for Home

Fourth Grade / Home Schedule (about a 5-hour day)

- **Morning:** Plan for approximately 2.5 hours of school before lunch break.
 - Scripture Memory (10-15 minutes)
 - Geography/Maps (15-20 minutes)
 - Phonograms and Spelling (40-45 minutes)
 - Math (60 minutes)
- Lunch Break
- **Afternoon:** Plan for approximately 2.5 hours of school after lunch
 - Grammar/Latin (60 minutes)
 - Literature (30 minutes)
 - Science (30 minutes)
 - Handwriting (10-15 minutes)
 - Logic (15-20 minutes)

Fifth-Ninth Grades / Home Schedule (about a 7 -hour day)

- **Morning:** Plan for approximately 3.5 hours of school before lunch break.
 - Logic (45 minutes)
 - Scripture (Memory) (10-15 minutes)
 - Grammar/Latin (60 minutes)
 - Spelling / Italic Handwriting (45 minutes)
 - Math (60 minutes)
- Lunch Break
- **Afternoon:** Plan for approximately 3.5 hours of school after lunch
 - Literature/Writing (1 hour)
 - History (30-45 minutes)
 - Science (30-60 minutes)
 - Geography (30 minutes)

Daytimer

The purpose of the school **daytimer** for grades 4th – 9th is to provide a line of communication between the school, the tutor, the student and the parent. **It is very important for the student to bring their daytimer to school everyday.** The set of multi-colored pocket folders is made by Avery #81825. These are available at Wal-Mart. There is a pocket folder designated for each subject. Information from individual tutors and lesson plans will be found inside the appropriate pocket folder for each subject.

The **daytimer** is further explained below:

- **School Communication** – This red pocket folder at the front of the **daytimer** will be used to place any information that the school needs the parent to receive. For example, this section is where a parent will find information on upcoming events, school programs, field trips, etc. Students are responsible to place this information in this folder.
It is important that you check this folder on the afternoon that the binder comes home.
- **Calendar** – In order to help our students learn to budget time and plan for successful days, a monthly calendar is issued. Students are to look over the lesson plans and record pertinent information such as:
 - Quiz and test dates
 - School function dates
 - Personal dates to plan school work around
 - Assignments that need planning, such as a book report or composition

The calendar will be referred to in class from time-to-time, but students will not be directed to record information by the tutors, nor will the calendar be checked. Please help your student to form the habit of being responsible to know when assignments are due and tests are scheduled by filling in their calendar each week. It is our hope that this will be helpful to you in planning and budgeting home schooling time.

- **Subject Folders** – Information from individual tutors and any handouts concerning individual courses will be placed in the designated pocket folder for each subject.
 - The tutor will provide a week’s worth of lesson plans weekly. Those plans will be placed in the designated pocket folder while the student is in class.
 - Each assignment has a box for the student to check when the homework assignment is complete. **The home teacher will verify that the work is completed and will sign the lesson plans.** He will file work that is to be returned to his CCSM tutor in the designated pocket folder and return it the following class period.
 - **Homework will not be accepted without a signature. Failure to sign a lesson plan will result in the work being counted as late and 25% is taken off the student’s grade for that work.**
 - Any comments or questions should be written out on a full sheet of notebook paper and attached to the lesson plans. Be sure to include at the top of the note your name, your student’s name and the date. If the matter is urgent, please call the tutor.
 - The tutor will collect the work in class or will instruct the students to place their work in an “in box” as they arrive.
 - The current week’s plans will then be issued and any graded work will be returned. It will be placed in the designated pocket folder during class, thus completing one week and beginning another.
 - The graded work is to be taken out of the **daytimer** and filed in the appropriate subject binder at home.

The **daytimer is a transport system.** Please do not allow your student to keep unnecessary papers in their **daytimer** (e.g. dated handouts, graded homework, etc.). The **daytimer** should contain only current lesson plans and work in progress. Exceptions to this could be memory work such as copies of the timeline and scripture passages.

Subject Maintenance

All subjects require the maintenance of a subject binder. Binders are to be solid colored with a “view sleeve.” Insert pages for each subject are provided to the students and must be used.

It is important that you refer to the class lesson plans and syllabus concerning set-up/maintenance of the binder. In 5th – 8th grades subject binders are graded every grading period and carry 10% of the student’s grade. It is important to read the weekly lesson plans closely to know when students will need to bring the subject binder to class. Except for grading, most of the subject binders will stay home. The individual tutor will direct exceptions.

At the end of each grading period tutors will advise students of work that can be removed and placed in archival storage. Removed work is not to be thrown away. Keep all work until the academic year is complete. Please note that some subjects (i.e. history, Latin) are cumulative and should be kept from year to year.

Proper Headings

All work should have the proper heading, as shown below:

Class (& Lesson # if applicable)	Name
I.D. #	Date

Late Work

Late work will receive 25% off the grade. The following will be considered late work: If work is missing a signature, if work is missing a grade, if work is not handed in on time and/or is not completed. **Any work turned in two weeks after the due date will not be accepted (exceptions are considered case by case).**

Fourth Grade

History

The fourth graders study a basic Bible history.

Science

Students will use a Bible-based science curriculum.

Latin and English Grammar

Our students will use a beginning Latin curriculum. This introduction to Latin lays a foundation for beginning a formal study of Latin in the fifth grade.

Handwriting

Students will complete an *Italic Handwriting* book as directed throughout the year. All schoolwork for CCSM is to be done in cursive Italic.

Writing/Literature

The students will read classical literature selections and are expected to read books of their choosing **from a list of classical literature**. Writing, English grammar, and copy work will be assigned in conjunction with the literature study.

Logic

Classifying, seeing relationships, sequencing inferring analogies and deductive reasoning skills are all a part of the logic process studied at this level.

Scripture Memory

Students will be given weekly scripture memory assignments. Quizzes and memory tests will be given.

Geography

Basic geography and map work will be taught.

Spelling and Phonograms

Fourth grade students will continue the spelling program. A phonogram test will be given on the first day of school.

- Spelling Review Tests:
The weekly spelling tests are a tool to let us know the progress your child is making in both long-term memory and application of facts. For these reasons, please avoid reviewing test material the day of the test. Review should take place the night before the test. The goal is to develop long term memory, enabling the child to make correct application of the taught concepts. Daily review and proper practice (using all four senses) will establish your child's long-term memory. Do not be too concerned with the grade. Patience and practice will lead to true success in spelling.

Fifth - Ninth Grades

History

Each academic year, grades 5-8 complete one segment of a four-year rotation study of world history. Students are issued a 65-page timeline. This timeline is to be placed in a 1" binder. It is then referred to as the "Century Binder". Students will also need to maintain, as directed by their history teacher, a history binder to keep class notes and history handouts. (See teacher syllabus for more detailed instructions).

Geography

Students complete a comprehensive study of geography that includes basic social studies skills. Binder set-up will be explained in class.

Science

Fifth and sixth grade students use a science curriculum which focuses on human anatomy. Seventh and ninth graders will use Apologia curriculum.

Latin & English Grammar

Students will complete a four-year study that equals two years of high school Latin. A student will not be promoted to the next level without an 80% or higher on their final grade. Students successfully completing the four-year study receive two high school credits.

Handwriting

- 5th-6th grades will complete an *Italic Handwriting* book as directed throughout the year. **ALL schoolwork is to be done in cursive italic.**
 - 7th-9th grades - **ALL schoolwork is to be done in either basic italic or cursive italic.**
- Handwriting is expected to be neat and legible. Sloppy writing and messy papers will not be accepted.

Writing/ Literature /Spelling

In conjunction with the study of history, students will read four to six unabridged novels. Students are also expected to read books of their choosing from a list of classical literature. Writing, spelling, grammar, and copy work will be assigned in conjunction with the literature study.

Scripture Memory Verse

Students will be given weekly scripture memory assignments. Quizzes and memory tests will be given.

Logic

5th / 6th - Classifying, seeing relationships, sequencing inferring analogies and deductive reasoning skills are all a part of the logic process studied at this level.

7th / 8th – Students will complete a beginning logic course.

Math / Grades 4th – 9th

Saxon math curriculum is used at CCSM: The CCSM tutor will set the schedule for completion of the book by the end of the year. They will also send home a syllabus and math instructions which are to be followed throughout the year. If a solutions manual or D.I.V.E. is needed, it is the parent's responsibility to order it for their student.

- A student will not be promoted to the next level without an 80% or higher on their final grade.
- **The parent may be called in for a conference if poor homework habits are observed.**