

BANKS CHRISTIAN ACADEMY

STUDENT/PARENT HANDBOOK

Junior High & High School
2009-2010

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ATTENDANCE & TARDIES

Regular attendance and punctual arrival are critical for a student to be successful in the classroom. A parent/guardian must call the office the day a child is absent unless it is pre-arranged. A phone contact by the school office will be attempted when an absence is not reported by the parent/guardian.

In the case of illness, each student will be given the same number of days to complete missed work as the number of days that they are absent. Incomplete work will result in disciplinary action. All reports must be turned in on due dates, at the start of the specific class period, even if the student remains absent. Parents or siblings may deliver completed work to the office for the ill student. Each student is responsible to get missed work from the teacher upon his or her return to school.

Tardiness

Three instances of tardiness will be considered one absence. A student will be considered tardy if:

- A) He/she arrives to school after 8:30 am.
- B) He/she is not in morning chapel by 8:30 am.

Tardy students must obtain a tardy slip from the office before admittance to class.

For further information on attendance, please see the BCA handbook.

ASSIGNMENT SHEETS AND ORGANIZATION

Organization will be a major focus for students year. We will help each student establish a system for organizing his or her binder. Students will have specific papers they are expected to keep in their binder and produce for periodic “binder checks.”

Parents, please look specifically for the sections in your student’s binder marked “CALENDAR” and “TAKE HOME.” Each day, students will copy their homework assignment onto a calendar/assignment sheet. Students are encouraged to check off or cross out completed assignments. In the take home section, you will find completed homework and letters to parents.

BACKPACKS

Each student also needs a good backpack (or other suitable book bag) for school. Parents are responsible for helping students organize and maintain backpacks. Students need to keep unnecessary items (excessive books, electronics, toys, food, etc.) out of backpacks.

BINDERS & CALENDAR

All students need to maintain a three ring binder. A zippered binder is highly recommended. Parents are strongly encouraged to go through the student’s binder on a regular basis to help with organization. Binders need to be at school every day and go home with the student every afternoon.

BIRTHDAYS

If a student wants to bring a special treat to class for a birthday celebration, a parent needs to arrange to do so at least a day ahead of time by way of a note or e-mail. If you choose to provide a snack for the class, please plan on something that is easy to serve and clean up. Parents, if your student has food allergies or health related diet concerns, please contact Ms. Donathan about leaving an alternative at school for such occasions.

COMMUNICATION

Parent/teacher communication is extremely important to help our school year flow smoothly. Most communication from the teacher will be via e-mail or the school newsletter folder. For parents who do not have e-mail, I will send copies of messages

home with your student or in the newsletter folder.

The best way to contact one of your student's teachers is by our school e-mail addresses. You may also call and leave a message for a teacher in the office. Please understand we cannot be pulled from class to take phone calls except in extreme cases. Please also respect and honor our evening time with our families and use our school contact information instead of contacting us at home.

CONTACT INFORMATION

Ms. Donathan

Rebecca.Donathan@bankschristianacademy.org

School Phone Number:

503-324-4500

DRESS CODE

Boys – Polo shirts or button down collared shirts, plain sweatshirts, jeans, slacks, overalls or shorts.

Girls – Polo shirts, blouses, jeans, slacks, overalls or shorts (no stretch pants), plain sweatshirts, dresses and skirts. Dress shorts and skirt length must extend two inches past the ends of the fingers when extended to the sides.

Boys & Girls—No cut-offs, no bare midriffs, no tank tops. Skull & cross bone motifs or other symbols counter to BCA's philosophy are not allowed.

Hats—Billed caps are not allowed. Knit hats are allowed at recess. Hat days will be announced.

Shoes—Tennis shoes are required for P.E., no flip-flops, no high heels or unsafe shoes will be allowed on the playground. No roller skate shoes of any type allowed at school.

Fridays are Christian t-shirt days.

The first Wednesday of every month is "free" dress day. However, no inappropriate t-shirt display or other clothing may be worn.

Please remember that the appropriateness of an individual student's clothing, make-up, and general appearance will be at the discretion of the student's teacher and school administrators. Pierced ear adornments are acceptable for girls only and should not extend below the earlobe. Body piercing in other areas is not considered acceptable and must not be exposed at any time. Hair color is to be natural tones only. No midriffs are to show and no tank tops are allowed for boys or girls.

If a student is deemed inappropriately dressed, they will be issued loaner clothing that needs to be laundered and returned to school.

HOMEWORK

Homework will be given on a regular basis. Assignments will include long-term projects and reading assignments, class work to be completed, memorization, and supplemental exercises. If work is returned late, the grade will be docked 20% off the earned score. If a child is absent because of sickness, he or she will be granted one day for every day missed in order to complete the work. If school is missed for other reasons, the work needs to be finished when the student returns to class. A student absent for any reason is expected to see his or her teachers when he or she returns to class to get a list of work that is to be made up.

If your student is having difficulty on a daily work homework assignment, we encourage him or her to do as much as he or she is able. A parent may send the teacher who assigned the work a note if the student is having extreme difficulty with an assignment or if an unexpected family obligation or emergency interferes with homework. The teacher can then help the student and make appropriate arrangements concerning the work and waive penalties for late work as appropriate for the assignment. Long-term assignments should be started early so that any problems or questions can be addressed well before the due date.

Homework Rewards & Penalties

To encourage students to complete their work promptly, we will send homework reports to parents at the end of the week. When a student has all of his or her work completed for the week and no more than one late assignment, he or she will be awarded a certificate. These certificates work as coupons. When three certificates are earned from a teacher, the student may turn in those certificates for a homework pass. A homework pass may be used on any one daily work assignment. (They may not be used on reports, review/test preparation work, or other assignments excluded by the teacher.) Certificates may not be issued for weeks that are short, especially if there is no school on a Friday. This will be handled at the teacher's discretion.

Students who do not have all work completed or have more than one late assignment will

receive an End of Week Missing Work Report. All late work loses 20% of the earned score. It must be turned in by the following Monday for credit. In addition, any student with missing work or a habit of late or missing work will be excluded from field trips at the teacher's discretion.

We hope these policies will help increase student responsibility and sense of accomplishment at keeping current with work. We also hope it will help parents have a better understanding of their student's work habits.

Neatness

Students are expected to present their work neatly. All work must be turned in on lined notebook paper unless otherwise instructed by the teacher. Papers that are torn, folded or dirty will not be accepted. Papers must also have a complete heading (name, date, subject, and assignment title) correctly formatted to be accepted. All homework is to be written in pencil and extremely legible to receive credit. A teacher may require or allow typing or handwriting in ink on some assignments. Each student is expected to keep his or her assignments in a binder to keep them neat and clean.

REGULAR HOMEWORK ASSIGNMENTS

Bible– A weekly Bible verse is written out at home with a written Bible memory quiz at the end of the week. There will also be periodic weeks with multiple Bible memory verses to review what has been learned. Most Bible assignments can be completed in class when good time management skills are used.

English – Our English curriculum focuses on grammar and how to apply good grammar to writing. Students have daily assignments in English and frequent writing assignments that will sometimes take a week or more to complete.

French – This class will meet once a week, with the intent of building the foundation of language learning. We will cover the basics of vocabulary, grammar, and conversation in reading, writing and speaking and take a look into French culture. Students should expect homework every week, due to the need to practice. This practice will help them become successful. Participation is a must! Please refer to the French syllabus for more detailed information on grading.

History & Geography – Students should be able to complete most daily assignments in class. Students are encouraged to regularly review notes and information from class so that they will not have to “cram” for tests. Each student will research and write a multi-step report for history or geography.

Math– Time is given to complete assignments in class. If students do not complete their work in class, they will need to complete it at home. They do 15-20 problems daily. Students have weekly tests.

Reading – Students will be required to read independently for 180 minutes a (seven day) week. This reading may include anything not assigned for specific class work. Magazines, newspapers, books and even comics are allowable material. The reading choices should be printed, published material however (as opposed to surfing the web). Reading to a younger child is a great way to accomplish this activity. A reading log will be maintained by the student and turned in weekly to monitor the time spent reading. Students should always have a book (no comics at school, please) available at school for free reading times. If a student does not have the reading log provided by the teacher, the assignment may still be turned in on a piece of notebook paper as long as all required information is included. Parent signatures may be required on reading logs for some individuals or some grades. Reading logs are due every Wednesday. Students will also be required to complete two book reports per quarter as well as read and discuss novels in class.

Science – Our science program strives to cover topics of the four basic areas of science in a school year (physical science, life science, earth science, and health). Most science should be completed in class, with some time needed at home to complete reviews, finish projects, or study for tests. Science class is broadened as often as possible with special guests, experiments, and field trips.

Students will participate in an annual Science Fair or Inventor’s Fair which includes a research report and project.

Spelling & Vocabulary -Junior high students will study English words originating from Latin or Greek to develop spelling and vocabulary skills. Each unit will take two weeks. In a typical week, students will need to complete page A by the first Tuesday, copy definitions by Wednesday, complete B by Thursday, section C by the following Tuesday, and section D and or a writing assignment by the Thursday before the Friday test day.

High school students will weekly have a set of words from SAT prep lists. They will need to research the etymology of the word and use it correctly. Assignments are due each Friday. Students will be tested bi-weekly on these words. They need to spell the words and provide a correct definition from memory.

PHYSICAL EDUCATION

All students will be required to participate in the Physical Education program. Physical handicaps will be taken into consideration on an individual basis. Exclusion from P.E. Classes will only be granted with a written excuse from a doctor or parent. Parent provided tennis shoes will be required for P.E. and should be worn to school on a P.E.

day. Students may change to wear crew neck t-shirts for P.E. at the teacher's direction. Student's P.E. grades will be based on being prepared for class and on participation.

REPORTS & PROJECTS

To promote research, writing, and time management skills necessary for schoolwork in upper elementary grades and beyond, each class will have research projects this year. Classroom time will be given for some research and writing of the project, but most work will need to be done outside of class. Please be prepared to help your student go to the library frequently and/or research online. More information on these projects will be available in the appendix and/or as we go through the year.

All long-term projects and reports must be turned in on the assigned due date by the beginning of the class session even if the student is absent. Work not turned in by the beginning of class is considered late even if the student is absent.

Book Reports. Two book reports will be required a quarter. Students in junior high and high school

must read a minimum of 200 pages for a book report. Books read for book reports should be ones that the student has not read before. Each student must do his or her own reading for the book report. (This cannot be a book read aloud to them.) Generally one book report a quarter is on an assigned theme. The other is usually a free choice book. BCA policy does not allow for *Harry Potter*, *Goosebumps*, or similar books that may be in conflict with BCA'S philosophy. One oral book report is assigned each quarter. Ms. Donathan must approve all books. In addition to regular book reports, each quarter high school students will be assigned an additional book to read and report on as directed by Ms.

Donathan.

History Reports.

Geography students will be selecting a country from each of three continents to study and report. They will also be preparing a set of maps for each country.

Inventor's Fair. In the spring, students will be participating in a non-judged inventor's fair. This year we will be focusing on inventions and inventors. Students will be selecting an invention to duplicate or invent their own product. Each student will also write a background report explaining the science of why and how their invention works.

RULES & DISCIPLINE

Respect is the main rule for our classrooms. This includes respect for others, time,

possessions and self-respect. If a student is disrespectful, they will be given a warning. If the behavior or other disruptive behavior continues, students will receive appropriate consequences such as time lost from recess, extra chores, writing assignments, or even loss of field trip privileges. Continuation of bad choices or loss of self-control will result in removal from class, a visit to the principal, and/or contact with parents. Some behaviors warrant a loss of privileges without a specific warning.

It is the policy and practice of Banks Christian Academy to deter misbehavior by encouraging positive behavior. We encourage children to make “right choices.” Students must comply with the rules set forth by the School Board and teachers. Students shall pursue the prescribed course of study set by the authority of the school staff.

Cheating

No cheating is allowed. Plagiarism, which includes computer-generated reports, is not allowed. The teacher may do one or all of the following:

Give an F on test or paper and/or require the paper to be redone to earn a lower potential score.

Call parent.

Give in-school suspension with additional assignments for repeated offenses.

Gum

Gum for K-6 is not allowed at BCA except on special gum days and when determined by the teacher to accommodate those with special needs. Gum must be kept in mouths at all times. Junior high & high school students may chew gum as long as it remains inside their mouths and never appears on furniture or floors.

Playground Rules:

No dodge ball!

Wall ball is in designated area only.

Down the slides only, no climbing up on the outside or jumping from the top.

Closed toe shoes only.

Jump ropes are for individual jumping only.

Hula-hoops are for hula-hooping only.

No climbing, going over or under the chain link fence.

Snack is confined to the designated snack area.

All children must stay within the sight of the care provider.

Use of swings, monkey bars and parallel bars must be accomplished on own.

No climbing on top of the monkey bars.

Consequences:

First offense—verbal warning.

Second offense—sit out for a designated time.

Third offense—lose entire recess and sent to the office

Bikes, Skateboards, and Electronic Devices

Radios, CD players, skateboards, beepers, electronic games, etc. are not allowed at school. Permission to use cell phones in certain situations will be allowed.

Telephone Policy

Student's request to use the phone will be evaluated on an individual basis in the office or by the teacher(s). If it is deemed necessary, we will allow the child to call his/her parent. We will not allow students to use the phone to make last minute "going home with a friend" plans or to request forgotten school items be brought to them.

Appendix

Contains detailed information on major assignments and lists of due dates.

Typing vs. Handwriting

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Sample Grade Sheets

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Calendar of Due Dates

Typing vs. Handwriting a Report

Junior high students have the option to handwrite or type some papers. This applies mostly to larger, long-term assignments. Daily work should be handwritten, unless the teacher has expressed that there is an option. Papers for junior highers are not required to be typed unless they are a project designed to practice computer/typing skills. Typed papers are not graded more favorably than hand written papers or vice-versa.

High schoolers must type their reports.

These are the requirements for typed or handwritten papers. If the teacher allows typed papers, the student must do his or her own typing. If it is discovered that someone other than the student has done any portion of the work, the student's grade will be affected and the work may be reassigned. If the paper is typed, *it must be double spaced with one-inch margins using a 10 or 12-point plain font. Each paragraph must contain a proper indent. (Five spaces, no block paragraphs.)* A typed paper must contain the same amount of pages as required of a handwritten paper. Any titles must be a reasonable size. You may be creative on a cover page. This page is an example of a double spaced, properly indented paper using an acceptable font.

A handwritten paper should be in your best cursive OR printing (unless otherwise stated). Please use a sharp #2 (dark) pencil or blue or black ink if your teacher allows ink. Do not have large sections of whiteout, scribbles or many lines of erased words. Please follow the margins given on your paper. Do not write in the margins. You should take a break occasionally if it is a long paper so that your handwriting is neatly uniform and legible throughout the paper. Use your normal size of handwriting.

All research reports and creative stories, whether hand written or typed, should be formatted with a centered title and a by-line containing the student's name and grade as

well as the due date of the assignment.

History

Dear Parents,

My main goal in teaching history is to help students see God's hand in the history of our world. Teach them what was happening in the hearts and minds of people before settling in the New World. People were in search of a place to worship God freely, and it had a profound impact on world history.

The purpose of the following assignments and activities is to help students stand back and see God in the founding of our great nation.

In the summer of 1787 delegates from the states met in Philadelphia for what is now called the Constitutional Convention. For many days delegates from the different states were arguing about state's rights, boundaries etc. One day in the midst of the shouting, eighty-one year old Benjamin Franklin stood up and said this, "I have lived a long time, and the longer I live the more convincing proofs I see of this truth: that God governs in the affairs of men. And if a sparrow cannot fall to the ground without His notice, is it probable that an empire can rise without His aid? We have been assured, Sir, in the sacred writings, that 'except the Lord build the house, they labor in vain that build it.'" [Psalm 127:1] Franklin then suggested that they begin each morning with prayer, asking for God's guidance and wisdom. From that day forward, the Convention proceeded smoothly.

We begin each day here at school with prayer and we want our students to know that God cares about them, desires a personal relationship with them and is involved in the details of their lives.

I am so excited about teaching history to your students this year! If you ever have any questions, please don't hesitate to call me here at school or email me.

In Him,
Odessa Falcon

503.324.4500

odessa.falcon@bankschristianacademy.org

American History Reports

For American History this year we will be creating three newspapers, one each quarter.

Quarter 1 - Colonial Era

The Colonial Era describes the era in which England colonized the continent of North America. 1607 – 1776

Quarter 2 - Revolutionary Era

The Revolutionary Era will cover events leading up to the War for Independence, the war itself and the founding of our nation. 1765 – 1800

Quarter 3 - Civil War

The Civil War will cover events, social, economic, religious and political ideas leading up to the war, the war itself and rebuilding of our nation. 1848 – 1877

We will go back even farther than 1848 at times because the issue of slavery was debated as early as 1688.

Each student will need to do a front page story on one of these topics: Business, Politics, People in the news or important events of that era. This story can be of local importance or can relate to the era in a world news sense. Half of the class will do a story that focuses on local or national issues, and the other half will focus on world events that affect the U.S. during this time frame.

For a story that focuses on world news, students should consider what is happening in England, France, Spain, or other countries that is affecting the colonies or this particular era. What regional or national policies and events are affecting everyday life of citizens in areas of business, education, trade or religion?

Students will also do another piece for the paper. They can choose from Political Cartoon, Letter to the Editor, Obituary, or Advertisement. These categories will be limited to three students each. Ads will require research to find out what types of products, services, etc. were available in this era. The ad will need to have correct info, and a drawing or an era appropriate photo of the product as well.

Geography Reports

Students in the high school geography class this year will be producing three reports on three countries. These reports will focus on the geography of the country and how geography has affected the history, politics, and culture of the nation.

At the beginning of the year, students will draw lottery fashion the names of three continents. From each of these three continents, a student will select a country to study. There will be a limit of one student per country. This will be assigned on a first to request basis. Ms. Donathan will instruct students how and when to submit requests. Oral requests or requests made before the assignment is officially given will not be honored.

Approximately each quarter for the first three quarters of school, each student will select one of his or her three countries and write a 3-5 page paper on the country. They should address the following information:

- I. Introduction
- II. Geography
 - A. Where in the world is the country?
 - B. What are the neighboring countries?
 - C. What are the major landforms in and around the country?
- III. History and Culture
 - A. How have geographical features influenced the history or culture of the nation?
 - B. How have the neighboring countries affected the history and culture?
- IV. Industry
 - A. What industries are impacted by the geography?
 - B. Is there tourism related to the geography?
- V. Conclusion

*Works cited must be presented with each rough draft and final draft. Each report should have a minimum of 2 sources of information.

Each report will also include the following maps:

- Political map of the continent, highlighting other major countries of the continent, especially the assigned country and its neighbors.

- A map showing the geographical landforms of the country.

Students will also have a project of preparing a relief map of one of their countries. The majority of this project will be completed in class.

Special note on maps

- All maps should be hand drawn or traced.
- Colors should be added with colored pencils. Labeling and symbols must be visible through color.
- Maps must include titles, a compass, and legends. Remember, a legend shows what different symbols represent.
- All labeling should be done in printed letters. Try to be uniform in size of letters.
- Maps drawn sideways on the paper must be placed in the notebook so that the title is at the inside edge, next to the binding.
- Leave a one-inch margin around the edge of your map.

Inventor's Fair

To inspire students to think creatively and to explore an area of science of interest to them as individuals, we will have an Inventor's Fair. Preparation for our Inventor's Fair will be in three main parts - the background research report, the inventor's log, and the display. This will be a step-by-step process. Class time will be given to basic instruction on how to proceed with each step, to discuss general problems and questions, and to do some basic research. However, most of the project will be completed at home.

Proposal

In the fall, each student will be required to submit a proposal for his or her experiment. This proposal will need to include the parent's permission as well as teacher approval. Once research papers have begun, it will be very difficult to change a topic or experiment, and extra research may be required if a change is made.

Inventions do not have to be original inventions. There are many ideas and patterns available in books and online resources to give student ideas. Of course, original inventions or modification are welcome. It is a goal that for Inventor's Fair that the projects are not arts and crafts projects, but instead they demonstrate a scientific idea.

Procedure

Each student will need to write a detailed procedure of how the project will be conducted. The procedure will include equipment needed, the amount of time needed, precise measurements, step-by-step instructions for the project, and other necessary details. This

procedure will be similar to a recipe that someone could use to duplicate the experiment. Students will prepare an initial procedure with a schematic drawing before Christmas, and a final one with when they turn in their log books. An important part of science is to observe what needs to be changed (if changes are needed) in an experiment or project and learning through those changes.

The Report

Once students have a project selected and approved by Ms. Donathan, they will begin research to understand the scientific principles behind their project. Ms. Donathan is available to help select or refine the research topic and/or help form an outline of what a student needs to research. Research will be written in a report. Reports should be 2-4 pages seventh & eighth graders and 3-5 pages for high school students. The rough draft and final draft of the report must each include a Works Cited page.

The Invention and Log Book

STUDENTS MUST NOT BEGIN WORK ON THEIR INVENTIONS UNTIL MS. DONATHAN GIVES THE CLASS CLEARANCE FOR WORK TO BEGIN. This permission will be given sometime after Christmas break. Ample time will be given for projects that need longer time to finish. Please allow time to redo the experiment and ask questions if problems arise. (They usually do!)

Once permission has been given to begin building the inventions, each student must keep a detailed log book recording their efforts and progress on the invention. Any significant changes must be included in the log book. The log book must contain a title page, table of contents, a list of materials, a schematic drawing with instructions on how to build the invention, details of how the project is progressing (data), and an analysis and conclusion.

Display

Each student will need to prepare a display of his or her project for presentation at the spring Student Showcase. This display is best mounted on a display board designed for this purpose and available at retail stores. It must include the following:

- **Title of the invention** – This should appear at the top center of your display board and be easy to read.
- **Your name and grade** – This should be near the title, easy to find and easy to read.
- **Procedure** – The step-by-step instructions that you have written for your experiment including measurements and pictures if needed.
- **Schematic** - Your final drawing of your invention. You may also display your first draft and show any significant changes you made to your project.
- **Purpose statement** – Why are you creating this invention? How is it a benefit you yourself or others? (about 5 sentences)
- **Report**
- **Analysis & Concluding statement** - Copy this from your logbook. Be sure it is

clearly and neatly written. (What happened and why? What did you learn? Does the invention work? - 1-2 paragraphs)

- **Logbook**
- **Your invention** – Electrical access is limited. If you need to plug in something for your invention, please arrange that the week before the Inventor's Fair. If your experiment cannot be displayed for some reason, you must reach an agreement with Ms. Donathan on what your display should include. No animals are allowed at the Inventor's Fair.

More information will be provided in class.

Students are required to attend the Student Showcase & Inventor's Fair.

Book report Requirements

•A written book report must follow this format. Information should be in paragraph form, not a question-answer format.

I. Introductory Paragraph – This paragraph contains the bibliographic information for the book: the title (underlined), the author, the number of pages and an affirmation that you finished the book. (One paragraph)

II. Setting. Describe when and where the story takes place. Tell who the main characters are and give a brief description of each. (1-2 paragraphs)

III. Description of the first portion of the story. This should describe the introduction to the plot. – What pulls you into the story? (1-2 paragraphs)

IV. Summary of the middle portion of the book. Include one or two main events that occur in the story. (1-2 paragraphs)

V. The conclusion of the book. What is the climax to the story? How does the story resolve? Yes- I want you to tell me the end of the book. (1-2 paragraphs)

IV. Your response to the book. Did you like the story? Why or why not? Would you recommend it to someone? Why or why not? Did you learn anything from the story? (One well-written paragraph)

Total length of the report should be 2-page minimum, 3 pages maximum. Please write the report in your neatest handwriting. You may write or use cursive. You may use a computer to type the report if you do your own typing. Be sure to use your best spelling and grammar. You may wish to write a rough draft and have a parent help you edit it.

•A book report for a book that is not a story should include the following. Information should be in paragraph form, not a question-answer format.

I. Introductory paragraph – see above. If you did not read the entire book, explain why. (This should only happen in a prearranged situation.)

II. The purpose of the book. Is this a book about dinosaurs? Does it instruct you how to do something? (One paragraph)

III. What did you learn from this book? Describe 3-4 things you learned from this book. (3-4 paragraphs)

IV. Will you be able to use what you learned in this book? When? Where? (One paragraph)

V. Your recommendation of the book (see above)

•For a book that is a collection of short stories, include the introductory paragraph and replace sections III – IV with short descriptions of three stories you read. Include the response to the story as usual.

Oral Book Reports should be prepared for in advance and practiced before the class presentation is made. Students must speak for a minimum of 3 minutes and must not go over a maximum of 5 minutes. Students need to include the title, author and number of pages in the introduction to the book report. They need to explain the beginning, middle and climax of the story without giving the ending away to their classmates. The oral book report should conclude with the student's review and response to the story. Some oral book reports may vary to include props or presentation as a character talk.

Students are not required to write a full written report when an oral book report is due, but they will be required to turn in note cards or an abstract at the teacher's direction.

Book Report Assigned Topics

First Quarter

September 29 - Free Choice book

October 27- Classics or Award winners - Winner of Newberry Award, Newberry Honor, YRCA, or other distinguished award. Classics include such books as Charles Dickens, Louisa May Alcott, C.S. Lewis, J.R.R. Tolkien, L.M. Montgomery, Mark Twain, etc. Abridged books generally are not accepted. - **Oral Book Report**

Second Quarter

November 18 - Science Fiction, Fantasy

December 17 - Free Choice – **Oral Book Report**

Third Quarter

February 3- Christian themed, fiction or nonfiction – **Oral Book Report**

March 4- Free Choice

Fourth Quarter

May 4- Biography – **Oral Book Report**

May 27 - Free Choice

**All dates subject to change based on the developments of the school year.

Preparing a Works Cited Page

Required for all research reports, both rough drafts & final drafts.

A Works Cited (formerly called a bibliography) page should be included with every report. It should list every book, magazine, person, or electronic source you used for research in your report. The page should be titled “Works Cited,” double spaced and alphabetized by the author’s last name (or title, if you cannot find the author). The second line of an entry should be indented 1/2 inch to form a hanging indent. Below are some examples of common entries. (Titles are either underlined or italicized.)

Encyclopedias:

Author’s name. “Title of Article.” *Title of Encyclopedia*. City: Publisher, year.

Mohanty, Jitendra M. “Indian Philosophy.” *Children’s Encyclopedia*. Chicago: Education House. 2000.

Authors of encyclopedia articles are often named at the end of the article. If you do not find a name, however, begin with the title of the article.

On-line Information:

“Title of Article.” Online. Web address. Date of Access.

EX:

“Jaguars of South America.” Online. AnimalDiversity.com. Jan. 5, 2006.

Books:

Author's name. *Title of Book*. City: Publisher, year.

EX:

Kaku, Michio. *Hyperspace: A Scientific Odyssey Through Parallel Universes, Time Warps, and the Tenth Dimension*. New York: Oxford UP, 1994.

- If a book has two or more authors, put their names in the same order that they appear in the book. The first name should be last name first (Waverly, Jill). The other names should be first name first (Jill Waverly). Separate the names with commas. If a book has an editor, not an author, type Ed. after it. (EX: Donathan, Rebecca, Ed., . . .)

Magazines:

Author's name. "Title of the Article." *Name of Magazine*. volume number (year): pages.

EX:

Van Dyk, Jere. "The Amazon." *National Geographic*. vol. 187 (1995): 2-39.

CD-ROM:

Author's name. "Title of Article." *Title of CD-ROM*. edition, CD-ROM. City: Publisher, year.

EX:

Smith, Gerald. "Barn Owls." *Grolier Multimedia Encyclopedia*. Ver. 8.03. Grolier Electronic Publishing, 1996.

- Most of the information on a CD-ROM is printed on the CD. If you cannot find part of the information, include what you could find. (For example – this entry does not include the city.)

** Information taken from the MLA Handbook. Further information is found on-line at:

<http://www.libs.uga.edu/ref/mlastyle.html>

Sample Report & Grade Sheets –

These samples are subject to change at the

teacher's discretion.

End of Week Missing Work Report

Name: _____ Date: _____

_____ All work was turned in for the week, but _____ assignments were late.

_____ Has not turned in the following items:

_____ All missing work and this signed list must be turned in by Monday (or the first day of school following a break) for the work to receive credit. All late work loses 20% of the earned score.

Teacher Signature

Parent Signature

Book Report Grading Sheet

Name:

Date:

Title:

_____ Introduction - Includes book title, author, number of pages and statement on how much of the book was read. (10 points)

_____ Beginning of story. – Includes main characters, setting, introduction to the story line. (20 points)

_____ Mid- story. – Continues story line including a description of main events in this portion of the story. (20 points)

_____ Conclusion – Describes climax and end of the story. (20 points)

_____ Response and Recommendation. (10 points)

_____ Grammar (10 points)

_____ Spelling/Neatness (10 points)

_____ TOTAL

Oral Book Report Grade Sheet

_____ **Introduction.** Includes title of book, author’s name, and number of pages. Catches the listeners' interest. (10 points)

_____ **Body.** Story retelling flows and covers the main parts of the story. Told in a way that makes sense to the listeners. (15 points)

_____ **Conclusion.** Ends the oral book report in a way that makes sense and shows you know the meaning of the book, but does not reveal the ending to the audience. (10 points)

_____ **Volume and Use of Voice.** Spoken at an appropriate volume so that all in the audience can easily hear. Uses voice to catch the listener’s attention, not a monotone. (10points)

_____ **Poise.** Speaker is aware of his or her body in space. Avoids fidgeting or

rocking. Makes _____ appropriate eye contact. (20 points)

_____ **Time Limit.** 3-5 minutes in length (10 points)

_____ **TOTAL** (75 points possible)

Name: _____

Date: _____

Topic: _____

Report Grade Sheet

_____ Science Content (55 points)

_____ Length requirement (5 points)

_____ Meets content requirement (20 points)

_____ Demonstrates own knowledge of topic (15 points)

_____ Clearly states/communicates concepts (15 points)

_____ Writing Skills (45 points)

_____ Introduction (5 points)

_____ Conclusion (5 points)

_____ Spelling (5 points)

_____ Neatness, Title, Heading

(5 points)

_____ Correct sentence structure, punctuation and grammatical form. (15 points)

_____ Works cited page (5 points)

_____ Total

Name:

Week Ending:

Reading Log – 180 minutes – Log the minutes you read. If you take a break, log the time and begin a new log entry the next time you read. A supervising adult must initial all log entries. If you need more space, you may continue on a separate paper.

•Date: _____ Title: _____

1-2 Sentence Summary:

Minutes Read: _____ Total of Minutes: _____ Parent Initials: _____

•Date: _____ Title: _____

1-2 Sentence Summary:

Minutes Read: _____ Total of Minutes: _____ Parent Initials: _____

•Date: _____ Title: _____

1-2 Sentence Summary:

Minutes Read: _____ Total of Minutes: _____ Parent Initials:

•Date: _____ Title:

1-2 Sentence Summary:

Minutes Read: _____ Total of Minutes: _____ Parent Initials:
