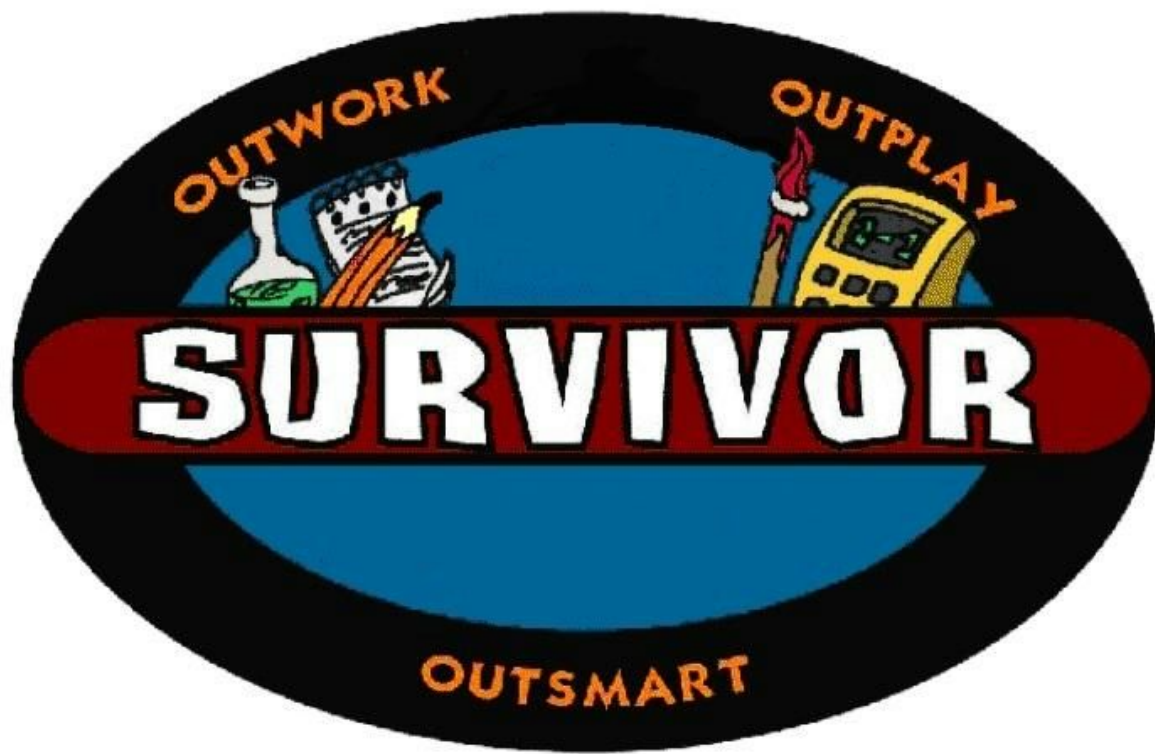
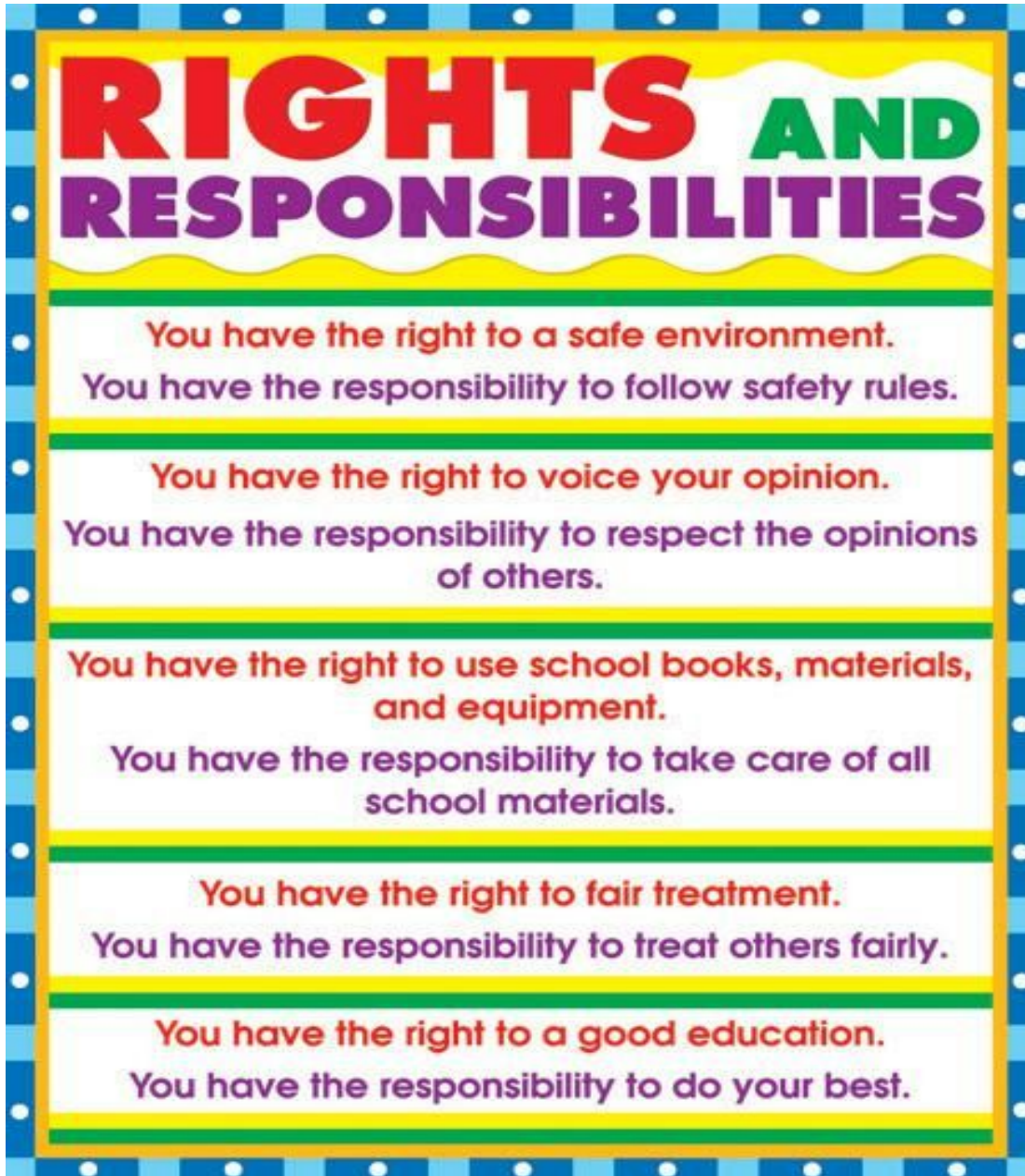


# Mrs. Martina's 4th Grade



## Class Handbook



I understand my rights, and the rights of others. I will expect others to respect my rights while in this class and will respect the rights of others. I have also received and agree to the policies in the Class Handbook.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents/Guardians:** Please discuss the Bill of Rights and Class Handbook with your student.

**Thank you for taking the time to review our procedures and expectations. We look forward to an exciting and productive year!**

## Parent/Teacher Communication

**Parent Contact:** At the ABC School we utilize bell to bell instruction, which means no down time in class. We do value your input and concerns, please try to email, write a note or schedule a conference to help us to maximize instruction and learning time in the classroom. I also use Remind (a text program) to send important information about our classroom. Your phone number won't be shared with anyone. Parents tend to respond to or stay more informed through the use of texting. It is free and there shouldn't be any additional charges on your cellular phone bill. \*My planning period is from 11:10-11:40 daily; please try to call during that time or after school. This is also the time that I will be able to check emails during the school day.\* Please only contact me through email, remind chat, class dojo, or calling me at the school. I will be glad to meet with parents in person as well. Your concerns and questions are very important to me and I will make every effort to stay in touch with parents!

**Teacher Contact Information:** My email address is [wmartina@abceagles.org](mailto:wmartina@abceagles.org). You can also call me at the school (850) 653-1222. Parents can also contact me through class dojo, or remind chat.

### **Agenda Book Procedures:**

Each student should have a school agenda. These are part of the school supply kit that was pre-ordered last spring. They can also be purchased from the front office.

1. Students write homework/practice assignments as posted.
2. Teacher may stamp or write behavior/work habit notes in the agenda, if needed.
3. Parent/Guardian should monitor student's agenda daily and sign off weekly.(Thursdays)

### **Weekly Folder Procedures:**

1. Once a week (Thursdays), the teacher will send home a folder with graded/completed work and the weekly signature sheet.
2. Parent/Guardian should remove and review the work in the "Take Home" or "Keep" side and then sign and return the weekly signature sheet and any other forms/papers in the "Send Back" or "Return" side.

### **ABC School Website:**

[www.abceagles.org](http://www.abceagles.org) is our tool for parents and students to access school information and calendars. Our school website is a means to further promote educational excellence by enhancing communication with parents and students. Focus is our school portal for instant, online, timely and secure student information:grades and attendance. <https://franklin.focusschoolsoftware.com>.. We do our best to get grades entered in a timely manner, however there may be times that grades are not directly entered into the grade book, as planning time is often utilized for meetings, phone calls, and interventions for students. All graded assignments will go home in Thursday folders.

### **4th Grade Website:**

My classroom website is at <http://www.mrsmartinasclass.weebly.com> You can find the entire handbook there, plus links to additional websites.

<p style="text-align: center;"><b>Class Rule: Be Respectful and Responsible</b></p>
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### Classroom Behavior Plan:

During the first week of school, we will spend time developing the students' understanding of ways to show respect and responsibility. This single class rule covers every aspect of our school day. Students are expected to abide by the Franklin County Student Code of Conduct. Students are also expected to follow all school procedures in the hallways, the bathrooms, and cafeteria, in the gym, and on the playground.

We are also implementing a program called *Conscious Discipline*, which creates a positive learning environment called "The School Family". The School Family builds connections between families and schools, teachers and **students** and students to students to ensure the optimal development of all. The School Family is created through routines, rituals and structures. We will talk about choices; students will reflect and come up with a better plan for handling situations that arise. I will email or call parents with extreme concerns. It's my goal for the students to become more conscious (self-aware) and independent in managing their behavior and choices. In cases that a student has not been able to get themselves together, they will be asked to go to a "safe place" in our classroom to self-reflect. We will also use Class Dojo, to help students track points-positive for exceptionally great behavior, and needs improvement points for areas of improvement.

For example, students will get points for turning in homework on time, being on task during instruction, helping a classmate, etc... Points will be deducted after students have been given a verbal reminder to improve a behavior and do not follow instruction. When students make poor decisions, they must face the natural consequences. We do not impose additional punishments on them, nor provide artificial rewards such as treats and prizes for expected behaviors. Instead, we try to design enjoyable lessons that are engaging for students so they will WANT to be on task; therefore the learning process is its own reward. Students who need a structured behavior management system are provided an individual plan that is tailored for the student, during a parent-teacher conference.

We will have "Free Choice Fridays" Students that have positive points for the week will get to participate in board games, computer time, reading, etc... If students have negative points, they will need to see me to come up with a plan or solution to getting positive points for the next week. For severe behavior issues, we will use the standard means of communication, phone call, notes, and conferences. We will only make parent contact for severe behaviors. This will help the children learn to be more accountable for their own actions. Parents can check Class Dojo points at any time!

## **Classroom Procedures**

**Arrival/Dismissal** Our school opens at 7:30 a.m. 4<sup>th</sup> Grade students will be going directly to the 4<sup>th</sup> grade hallway prior to 8:00 am. Students will be allowed to get breakfast prior to 8:00. Parents may wait with their child the first day of school, but after that, we ask that you drop them off. They are safe when they arrive at school. If you do not want your student to wait in the hallway in the mornings, please do not bring them to school until 8:00 a.m. Our hallways are very busy in the mornings and more people tends to cause more congestion. Dismissal is at 3:00 PM. Project Impact begins after 3pm and ends at 5:30. We also have a bus that runs in Apalachicola (students must live at least 2 miles from the school) and out of town. Good attendance is extremely important for students to reach their maximum potential! Please help your child be successful in school, by having them here on time and as little absences as possible.

### **Morning Procedures:**

1. Quietly enter the classroom.
2. Unpack your book bag, hang it up and turn in important papers.
3. Sharpen pencils at your seat. Prepare for the day by organizing materials, sharpening pencils and completing your agenda.
4. Start any assigned Morning Work. If you finish, read a book quietly.
5. During announcements, stop working and listen attentively to the broadcast.

### **End of Day Procedures:**

1. Fill in agenda with assignments and necessary information prior to departing.
2. Wait for the teacher to dismiss you.
3. Leave your desktop and the floor around your desk clean and quietly push in your chair.
4. Nothing is to be left in or on your desktop.
5. Before leaving the room, place your chair quietly on your desk.
6. Line up according to teacher's directions.
7. Face forward in a straight quiet line..

**Transportation** Changes in Student Transportation home needs to be sent to us in writing. This is a safety issue. We want to make sure that all of our students get home safely each day! If there is an emergency situation, and you need to change your child's transportation and do not have time for a note, please call the office, or send me an email. Also if you plan for your child to go home with someone not listed on your pick up or emergency list, please send a note, email, or call the office. I will NOT allow students to go home with someone not listed unless notified by a parent or the front office! If your child is not regularly a bus rider, they will NOT be sent on the bus without a transportation form, and notification from a parent. This is also for your child's safety! I want to ensure that all of my students get home safely.

### **Meals/ Water:**

The ABC School offers a free breakfast, lunch, after school snack, and dinner each day for students. The snack and dinner are a part of our after school program, Project Impact. We are a Title I School and received a grant that provides these great nutritional options for students. However, students are also allowed to bring in a packed lunch if they choose to.. Please do not send soda, candy, or other snacks with little nutritional value and high sugar content. We also ask that you send the lunch to school with your child. It is a disruption in the classroom for students to be called to the office or for a lunch to be brought into the classroom. We encourage all the students to keep a bottle of water at their desks and refill them throughout the day at the water fountain to stay well hydrated.

**Field Trips**-We will take several field trips throughout this school year. We will send notices home with students, through email, and remind. Our school policy is that students have to ride the bus to the destination. They may ride home with parents. However, advance notice (letter to the principal) must be given and approved, if students plan to ride home with a parent or guardian. Students may only ride home with a parent or guardian. This is a safety and liability issue. If an extreme situation arises, administration will have to approve, teachers CANNOT make that call.

**Classroom Celebrations** We love to celebrate special events with our school family! Birthdays and holidays are a time that we can recognize and enjoy our classmates. Please just send me an email or give me a call to schedule something special in our classroom. It's preferred that we hold celebrations during our recess time, so that we don't miss any crucial instruction time. We are only allowed two official classroom parties throughout the school year.

**Paper Headings:**

1. Make sure your notebook paper has the holes on the **left**.
2. Put your first and last name on the left side on the first line.
3. Put the date under your name.
4. On right top corner of your paper, write your class number.
5. Skip one line before beginning work.
6. See example below and the one posted in classroom.
7. If the paper is a worksheet, make sure you have written your name, the date and written your class number in the right hand corner of the sheet.
8. **If you turn in an assignment with any part of the heading missing, your teacher may take 5 points off of the assignment grade.**

**Paper Heading Example:**

	First and Last Name	17
<input type="radio"/>	August 17, 2015	
<input type="radio"/>		
<input type="radio"/> 1.	First, I will need to read the problem.	

**Grading Policy:** The purpose of grades are to measure a student's mastery of the Florida Common Core State Standards in ELA/Math and the Science/Social Studies. Grades and state testing will show similar results due to the fact that both are assessments of the same content. Our job is to be honest with parents and students about the student's progress in achieving these standards. The purpose of weighting grades is to have a more accurate measurement of the student's independent mastery. It is the assessment that is most important—not the practice activity. Teachers give students sufficient practice and then assess students' understanding of the material.

A cold read, a weekly test or a unit test has more weight than practice because they are measurements of the student's independent level (a grade level measurement). Often times, a quiz or classroom assignment is not a measurement of the student's independent work. The teacher could have completed part of the assignment as a class, the teacher could have completed part of the assignment as she ensured that the students knew the directions, the students could have worked in groups or pairs, and/or the students could have been allowed to take the assignment home to complete. This **MAY** or **MAY NOT** have been entirely a student independent work sample. Homework/Practice is extremely important for providing extra practice, remediation of a skill, and/or for preparing for upcoming tests.

### Homework or Practice Assignments:

Homework or Practice assignments are given to reinforce and extend the skills taught in the classroom. Your child will be expected to fill out his/her agenda with any homework or practice assignments each week. There will be reading and math homework nightly Mon.-Th. All homework should be completed, checked by an adult at home or in after school care, and returned the next school day. Homework is 10% of the Reading and Math Grades.

### Make-up Work

If a student has an excused absence, any work deemed necessary by the teacher should be made up. It shall be done as soon as the student returns to school and has been given sufficient time in which to have completed the work. **Students are usually given one day for each day of their absence.** Please refer to the Student Code of Conduct for Franklin County policies.

### Testing

We strive to give ample notification of test dates. You will be able to find these in the agenda. We also strive to not give tests in more than two subjects on the same day. However, that will happen occasionally as we progress with our curriculum across the subject areas. Please assist and encourage your child in preparation. Students will be able to review previous work and notes along with the various chapter reviews. **\*We do not have a set test schedule in 4<sup>th</sup> grade other than in English Language Arts -which is set on a 5 day instructional plan. Math, science, and social studies will all fall in accordance with instruction and lesson completion. I will give as much advance notice to parents as possible, when testing in those subjects or when projects are assigned.**

Some assignments will additionally be scored with a rubric to measure a student's progress towards mastery of a standard. The assignment will receive a score of 4, 3, 2, or 1 on the standard covered in the assignment. This rubric score is computed into a numeric grade.

### Progress Reports/Report Cards:

Progress reports are sent out in the middle of each nine weeks grading period. These contain all the grades in each subject up to that point. Report cards are sent home at the end of each nine weeks, usually the week after the nine weeks ends. **They must be signed by a parent or guardian and returned within two days.**

### Grading Scales

#### Language Arts

Weekly Reading Comprehension Test	35%
Weekly Anchor Text Quiz	20%
Weekly Spelling, Grammar and Vocabulary Tests	30%
Weekly Writing and Homework	10%
AR quarter goal	5%

#### Math

Chapter Tests	50%
Quizzes	40%
Homework	10%

**Social Studies**

Unit Tests	40%
Lesson Quizzes	30%
Projects	30%

**Science**

Chapter Tests	40%
Quizzes	30%
Experiments	30%