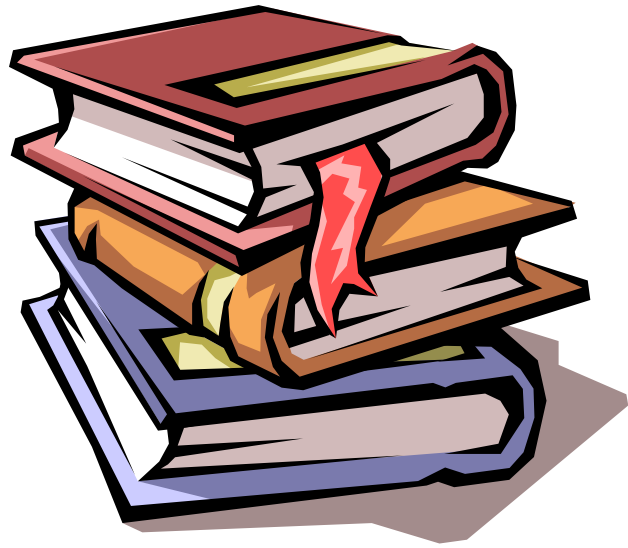


Welcome to Fourth Grade!



2019-20
Syllabus

Welcome

Important Information

Classroom Routine and Procedures



The school day begins at 7:45 and students are allowed to enter the classroom at 7:25. At the start of each school day, students are expected to follow the routines and procedures that are explained below. Students will need to eat breakfast prior to coming to the classroom. I **will not** allow students to enter the classroom and then leave out to go to breakfast. Students are expected to come to school prepared with all necessary materials. In our classroom, we will use certain supplies from the supply list as community/classroom supplies. This means that we will need each student to bring all supplies from the 2019-20 fourth grade supply list. Pencils, highlighters, glue sticks, colored pencils, crayons, markers, notebook paper, etc will remain at school and be combined for utilization in the classroom. This community method will ensure that your child is always prepared with a pencil, paper and other necessary supplies. Your child will be responsible for keeping up with their other materials, such as books, homework folders, composition notebooks, study binder, etc. Please understand that some supplies may become scarce as we move throughout the school year. When and if this arises, we will send home a notification of the need for replenishing classroom supplies. Thank you in advance for your support and dedication to our classroom; we are very grateful!

MORNING PROCEDURES

1. Enter the classroom quietly with a positive attitude.
2. Unpack materials and turn in homework folders/papers in designated areas. **Leave cell phones turned off in your back pack.** Place any other materials (backpacks, coats/jackets, books, binder and folders) in their appropriate place. **NO BOOKBAGS OR COATS** on the floor.
3. After unpacking, please go to the student center and make your lunch choice. (Remember you only get to make one choice and whatever you chose is the choice you will have at lunch). **DO NOT** make a lunch choice for any other student.
4. Complete your job duties, if necessary.
5. Begin morning work posted on the board OR directly on your desk.
6. Listen to morning announcements and actively participate in classroom morning routines, such as pledge of allegiance, class pledge, lunch count, etc.
7. Sit up, give eye contact and be ready to listen for teacher's directions.

LISTENING PROCEDURES

1. You should stop, look, and listen when the teacher signals. We will hold my hand, showing "give me five".
2. Students are expected to hold up their hands and "give me five" in return to demonstrate their readiness to listen.
3. Put eyes on teacher/speaker.
4. Turn body/face around to face the teacher.

** We will also use verbal signals, light outs and clapping rhythms as well.

MAINTAINING CLASSROOM ORDER

1. **NO** talking when teacher/supervising adult is addressing the class.
2. Stay in your seat, unless directed otherwise.
3. Do **NOT** get up to sharpen pencils. Raise hand and wait for the teacher to give permission or provide you with a sharpened pencil. **NO MECHANICAL PENCILS ALLOWED**
4. Do **NOT** get up to discard trash without permission. **We will only discard scraps of paper when exiting the room for transition to the next class, specials, lunch, and the end of the day.**
5. Raise hand to ask questions or to speak, unless directed otherwise.
6. Do **NOT** go back to the backpack area throughout the day.
7. **ONLY** pull out materials that are needed for instruction from your desk.
8. Take care of our classroom. If you see debris on the floor, take time to pick it up and discard it.
Remember to get permission before leaving your seat!

TRANSITION PROCEDURES

1. Students are expected to transition quickly and quietly.
2. Listen to teacher's directions.
3. **NO** talking when transiting from class to class or subject to subject. This includes specials, lunch or in the hallway.
4. Put materials in their proper places when entering the classroom.
5. Materials and desktop should be ready when teacher is ready to begin instruction.

PAPERWORK PROCEDURES

How to label your papers:

Lined paper: Holes are on the LEFT!

- Write your first **and** last name on the top line on the left hand side of the paper.
- Write the date on the top line on the right hand side of the paper.
- Write the name of the assignment on the second line below your name.
- Write your assigned number on the second line below the date.
- Skip the line under the assignment label and assigned number. Start writing on the following line.
- Do **NOT** turn in torn or frazzled edge paper, please.
- Do **NOT** number your paper ahead of time- number as you work. You may need one line for one problem, but eight lines for another problem. This helps keep your papers neat and easy to read.
- Do **NOT** turn in assignments without proper labeling. **I will deduct 1pt for each part of the paper labeling. For example: No name is 1pt, no name and no date is 2pts.**

PROPER LABELING EXAMPLE:

| | |
|---------------------|--------|
| Student's Name | 8/1/19 |
| Math page 45, #1-20 | # 2 |

Skip a line. Start writing on the next line.

How to turn in your assignments and other paperwork:

- You will be given specific instructions depending on the assignment. Homework should be turned in at the beginning of class or the night before class if its technology based.
- Place tardy slips, permission forms, signed behavior alerts and notes from parents in the designated tray/bin.

DESK PROCEDURES

Every student is assigned a desk. Students will keep their materials inside of the desks neat and organized. Desks are checked daily to ensure they are taking responsibility for keeping their materials organized and their areas clean.

RESTROOM PROCEDURES

The class as a whole will take at least 2 restroom breaks daily (morning and after lunch). Students **will not** be allowed to take frequent unsupervised restroom breaks. If it is an emergency or a student feels sick, he/she will be allowed to use the restroom. No student is allowed to leave the classroom without the permission of their teacher or other supervising adults. Students are to take a hall pass each time they leave the classroom.

HALLWAY PROCEDURES

My fourth grade students are instructed and expected to remain quiet in the hallway at **all** times. My class is expected to walk to the right side of the hall on the second block, facing forward, and demonstrating self-control. My fourth graders will show respect to their fellow peers, the school and the overall learning environment. I hold my students to high expectations to exemplify respect and mature mannerism to others and for themselves.

LUNCHTIME PROCEDURES

Students are responsible for their own lunch money. Lunch can be purchased on a daily, weekly, or monthly basis. The students are allowed to purchase ice cream. If a student receives silent lunch, I **will not** allow the student(s) to have ice cream or any other treats that day. This is another effective way to ensure appropriate behavior in school. Below, I have listed our behavioral expectations in the cafeteria:

Entering Cafeteria and Getting your Lunch:

- Enter the cafeteria quietly and remain quiet while going through the cafeteria line.
- Wait for adult instruction before going through the cafeteria line.
- Make decision about food choice before you get to the adult serving the food choices.

Once in your seat:

- Stay in seat and use good manners while eating.
- Talk quietly with your peers unless told otherwise.
- Clean up your own area.
- Throw away trash once an adult has dismissed you.

Returning to classroom:

- Line up and walk to requested area.
- Follow hallway procedures.

GROUP WORK PROCEDURES

Each student will be assigned to a group. Students are expected to actively participate and contribute to **ALL** assignments whether group or independently. Students will follow the rules and procedures listed below for effective group work.

Getting started:

1. Refer to assigned groups posted in the room. Your group will change daily and/or weekly based on needs.
2. If verbal instructions are needed, listen to the teacher for directions.
3. Group captain(s) will distribute and gather materials.
4. Begin working when instructed to do so.
5. Follow all directions completely and remember to work together if directed to do so.
6. Talk quietly.

Questions and Problems:

7. Ask three peers for help before asking the teacher. Peers can often support one another.

Stopping Point OR Completion

8. Always return materials back to their designated location.
9. Make sure area is neat and organized.
10. Sit quietly and wait for further teacher instruction.

END OF CLASS PROCEDURES

1. Record homework in agendas (if student has one) and wait for teacher's directions.
2. Pack up things and check your area to ensure it is organized and clean. *Students **will not** leave the classroom messy and desk unorganized.*
3. Wait for teacher to dismiss you and **NEVER** leave the classroom without permission.



Expectations for Curriculum, Homework, and Notebooks

Fourth grade is a transition year with many new challenges. There are many new expectations and more difficult concepts in this grade level. Not only will fourth grade build on the skills your child should have mastered by 3rd grade, it will also prepare him/her for the more difficult challenges that are awaiting him/her in 5th grade. Students will be provided with all the tools to help them move toward becoming more responsible, self-directed and inquiring learners. Students are expected to assume more responsibility for their work and their behavior. Students are expected to record their homework assignments down daily! Time is set aside each class period for students to write down important information and homework and to learn this organizational process. One of our major goals is for every student to become a more self-directed learner. This means that they are more responsible for their learning. Students should become more self-sufficient, independent, and organized, as the year progresses.

****Please look forward to receiving a homework memo that will explain homework expectations and format.**

As a parent, I understand how busy your personal lives may be because I also have a busy life. Consequently, I'm selective about what homework is assigned. Please understand that any homework which is given is necessary to your child's educational progress, needs to be completed, and is expected to be turned in on time. I appreciate your support on this matter.

****Please note that I **do NOT** give extra credit assignments to inflate a student's grade. While extra credit may be offered on specific assignments, **NO** extra credit assignments are given for the sole purpose of "boosting" a low or failing grade.**



Curriculum Highlight Information

Math – Multiplication and division are **huge** math concepts in fourth grade. Students are expected to know, understand, and memorize their multiplication facts. Without this skill, math will be extremely difficult from this point forward. All students will be expected to master his/her multiplication tables within the first nine weeks of school. ***Working on multiplication facts will be a standing homework assignment until your child has mastered this skill.*** The math concepts your child will learn this year is based on the Georgia Standards of Excellence.



Science- The science material covered this year will also align with the Georgia Standards of Excellence. Students will compare and contrast the physical attributes of stars and planets. Students will also model the effects of the position and motion of the Earth and the moon in relation to the sun as observed from the Earth. This year the students will also focus on evaluating and communicating information to demonstrate the water cycle. Students will be able to predict weather events and infer weather patterns using weather charts/maps and collected weather data. They will also study the nature of light and how light interacts with objects. They will explore how sound is produced and how light and sound are used to communicate. Students will also study the relationship between balanced and unbalanced forces. Students will study the roles of organisms and the flow of energy within an ecosystem.

ELA- understanding the themes of a story, poem or drama, determining the main idea and understanding unfamiliar words are just a few of the ELA concepts that the 4th grade students will be learning this year. **It is strongly encouraged that your student READ EVERY NIGHT**, this will increase their phonics and phonemic awareness skills, which may impact their ability to read and comprehend independently. As part of their homework, your student will receive a **READING LOG** that must be turned in every Monday, with the exception of Holidays, breaks, etc. Additionally, students will increase their understanding of various types of writing, including informational, argumentative and narrative. For language, students will increase their knowledge of conventions in writing by understanding commas, context clues and developing of a working definition of unfamiliar words related to ELA, Science, Math and Social Studies.

Social Studies- students will understand events, ideas and concepts expanding from the American Revolution to the Reconstruction Period. Students will review primary and secondary sources and explore textual evidence that help to develop the land in which we live today. Understanding geography in U. S. History, economics and civic/government is also strongly emphasized in 4th grade social studies.

Quizzes/Tests

Parents and students will be given sufficient notification of all quiz and test dates.

Assignments

Although students will complete many assignments in class, NOT ALL assignments will be graded for a grade. I will use selective assignments to demonstrate students' progress. Other assignments will be for practice/participation only. ****Please encourage your child to put forth their best effort on all assignment.**

Students will be given opportunities to make up missing assignments. If students DO NOT take advantage of making up missing assignments, the assignments will be given a grade of a "zero". My hope is that all work will be **made up and turned in to avoid students earning zeros in the grade book.** **** I will provide students with several opportunities to complete assignments during school time.**



Classroom Behavior and Weekly Conduct/Work Habit/ Grade Progress Report

It is imperative that all classroom teachers and parents are supportive of one another and maintain an open line of communication. I believe that parents are a child's first and primary teachers in all areas. As your child's teacher, I am here to assist you in the educational aspect of this growth process. It is important that we work together as a team to help your child successfully through the fourth grade. If this relationship is in place, classroom behavioral issues are much easier to handle and are typically less prevalent.

I believe in positivity. I also believe in a well-organized, structured, respectful, working environment that is conducive to learning. Each student is expected to show respect towards ALL ADULTS and fellow students. Your child may be rewarded for good behavior and excellent work with positive comments, treats, free time, homework passes, and other positive reinforcements.

Class rules are posted in the classroom. While students are rewarded for positive behavior, there are also consequences for disruptive, disrespectful, and inappropriate behavior. **Chronic disruptions of student learning will NOT be tolerated.**

Communication

Parents will be notified of student progress—both behavioral and academic—in several ways. My preferred method of communication is through email correspondence and the “Remind” message system. I will check my email in the morning and after student dismissal in the afternoons. Additionally, I will send out mass messages via Remind when necessary, to inform parents of classroom information. My class website will also be used as a tool for informing parents of classroom updates, upcoming events and any other pertinent information. Our class website can be located at <http://schoolwires.henry.k12.ga.us>. Go up to the drop list for schools at the top left of the page and scroll down to Smith-Barnes Elementary, then click on the “Teachers”.

Locate my name and click on it to access the class website. In addition to email and Remind communication, weekly communication folders are sent home. Contained in these folders are various graded assignments, any school or PTO notes, your child's grade report and a behavior alert to notify you any reoccurring behaviors. If a behavioral issue arise that requires immediate attention, I will contact the parent(s) via telephone immediately. ***Folders and reports are to be signed and returned the following day.*** Also, remember that you have 24/7 access to the Infinite Campus Parent Portal to check on your child's grades and attendance.



Should you **need** to speak with me during the day, you may call the school office (770-474-4066) or email. I will try to check my email at various times throughout the day, but it may be the end of the day before I can respond – depending on our schedule. Should you leave a message with the office, I will return your phone call within 24 hours. **Email is the easiest and fastest way to communicate with me.**

School Uniform Policy

Students are required to wear black, gray, white and any shade of blue polo style shirts with black, khaki, or navy pants. Girls may wear black, khaki or navy skirts or jumper dresses. Please ensure that skirts and jumper dresses are appropriate lengths. Shirts must remain tucked inside of pants at ALL times.



Transportation Changes

All transportation changes must be made through written communication. Transportation changes will not be accepted by phone or email. I must have an authorized signature, as well as appropriate time to make any necessary changes. Please make sure anyone authorized to pick up your child is listed on the emergency form. Anytime your child will be going home a different way than usual, you must send a note to notify **the teacher** and the office staff of the change. Without a note, **I must send your child** home the way he/she normally goes home. Once again, phone calls and emails are not accepted by the school. Thanks for your help with this important detail!

Tardiness and Absences

It is vital that we begin on time each day and make the most of the instructional time that we have. When students are tardy, they are missing important instructional time and are generally rushed and “out of sorts” upon arrival. These late arrivals also disrupt learning for the other students. Please make sure your child is on time and prepared.

Also, make sure that your child is at school, unless he/she is sick. Teacher instruction, student interaction, classroom discussions, and group work cannot be recreated through make up work. There is a lot of instruction and learning that is lost when a child is absent. Missing a day of school in the upper grade classes can be very detrimental to a student’s learning. Again, please make every effort to have your child at school **unless he/she is sick**. When a student is absent, he/she must present a written excuse upon return to school. Make up work will be assigned, if applicable, and students have 1 day (for each day absent) to complete those assignments. For example, if a student misses 3 days, they have 3 days to complete any make up work. Please be aware that Smith-Barnes, the Henry County School System, and the State of Georgia take student attendance very seriously.

Parental Support /Volunteering/Visitation/Conferences

In order to make this year a success for our class, I will need all parents on board with effective communication and support. Parents, your child’s educational experience is a three man (teacher, parent and student) team effort. If you would like to visit our classroom, please notify me of the date and time, so that I can prepare for your visit. There will be several occasions where I will solicit parent volunteers to help out in the classroom. I’m planning to conduct two parent/teacher conferences and two student-led conferences throughout the school year. Proper notification will be sent and a confirmation of date/time will be requested. If you would like to request a conference with me, please do so via email. All requested conferences will be held after school between 2:30 and 3:30pm. **I will not** be able to conduct phone OR face to face conferences during the school day. All instructional time will be designated for instruction only.



Handbook Acknowledgement

Please sign and return by FRIDAY, AUGUST 9, 2019

My child and I have read the fourth grade team handbook and we understand the classroom rules, procedures and expectations. Should I (the parent) have any additional questions, I will contact my child's teachers (for classroom questions) or the school office (for school policy questions). I further understand that my child will be working towards showing more responsibility, mastering his/her multiplication facts by the end of first nine weeks, and demonstrating his/her progress to demonstrate mastery of standards throughout the school year. There is a standing homework assignment every Monday – Thursday to practice multiplication facts, read, and study notes from all subject areas. I also understand that the weekly folder is to be reviewed and reports are to be signed and returned on the following day.

Student Name _____ Date: _____

Parent Name _____ Parent Email: _____

Parent Signature _____ Date _____

Authorization to take Pictures

Throughout the school year, I may take pictures in the classroom. In addition to the classroom pictures, the school often takes pictures of students that receive special recognition. Often, these pictures will run on the class or school website. I need your permission to photograph your child, make in class videos, and/or display those pictures. Please use this form to indicate your wishes.

Student Name _____

_____ **Yes**, I give permission for my child to be photographed or videoed during school activities and recognitions. I also understand that these photographs may be posted on the class and school websites.

_____ **No**, I **DO NOT** give permission for my child to be photographed or videoed.

Parent Signature

Date