

# Welcome to Mrs. Willingham's 4th Grade Class!



Dear Parents,

As the students and I begin a new school year together, I would like to take a few moments to outline the policies and procedures that are in place in our school and my classroom. We feel that these guidelines are in the best interest of our 4<sup>th</sup> grade students as they provide an appropriate environment to guide the students in becoming responsible, independent learners.

## AGENDAS/HOMEWORK

All homework assignments for the week will be cut and pasted into your child's agenda each Monday. This will ensure that all homework assignments are known both by you and your child in advance. Although you will know all of the week's assignments on Monday, ***your child will not receive all homework sheets to be completed throughout the week on this day.*** Homework sheets will be given on a daily basis based on material we learn each day.

Any work not completed in class becomes homework! However, there will be assignments that are strictly to be completed at home. Homework assignments are given to help students gain additional practice of concepts learned in class. We will be rewarding students who complete and return homework with special prizes and incentives. If your child does not complete homework assignments on time, I will be notifying you via email, phone call, or note in the agenda. You will also be notified in your child's Friday Folder. Failure to complete homework consistently will result in the following conferences student/teacher, parent/teacher, and administrative.

**\*SPELLING HOMEWORK/TESTS:** All spelling homework is due on ***THURSDAY***, which is also the day of our spelling tests! Students are required to complete ***three spelling activities*** each week that will be turned in on the day of the test. I **WILL NOT** collect spelling homework each day; only Thursday. Each week's spelling words will be cut and pasted into the agenda each Monday, so your child can get ahead on spelling homework for the week or simply complete any time by Thursday. Spelling homework is completely independent from class work, so PLEASE PRACTICE WITH YOUR CHILD AT HOME!

**\*Note:** Homework may be changed at teacher discretion based on student progression and mastery of academic concepts. It will be changed accordingly in the agenda. Each night's homework will always consist of a math practice sheet, one spelling activity, and 20 minutes of reading. However, some weeks your child may also have science and social studies homework.

## CONDUCT CHART/BEHAVIOR

We monitor student behavior based on a daily tally system. The first time a child breaks a rule in the classroom, he/she receives a verbal warning. Successive tallies result in the following consequences:

1st tally-5 minute Wisdom Walk

2<sup>nd</sup> tally-10 minute Wisdom Walk

3<sup>rd</sup> tally- 10 minute Wisdom Walk and parent contact

Possible administrative referral will be sought if the behavior is destructive to the learning or safety of other students and staff.

Please look for a **BRIEF** behavior, work habits, and homework report in your child's Friday Folder at the end of the week. Every Friday, please sign the sheet and place it back in your child's folder to be returned on Monday. If your child had any problems throughout the week, you will see an S, N, or U and a comment. If any serious problems occur during the week, you will be notified via agenda, phone call, email, or contact from administration.

### **FRIDAY FOLDERS**

Your child will bring home a Friday Folder at the end of each week with graded work, a brief conduct report, and any notes/fliers sent from PTA, administration, etc. Important work that needs to be signed and returned back to school will also be sent home in the folder. Please review all sheets sent home with your child at the end of each week.

The two pockets inside the folder are labeled either "Return to School" or "Keep at Home." **\*\*SIGN AND RETURN THE CONDUCT SHEET ON THE "RETURN TO SCHOOL" SIDE OF THE FOLDER EACH MONDAY. DO NOT REMOVE IT FROM THE FOLDER.\*\*** You may keep the other papers at home. This will help me to know that you're aware your child's behavior report and graded work for the week. If you have any questions or concerns regarding graded papers or conduct reports, please contact me.

### **ABSENCES**

An absence is defined as not being present at least 50% of the school day. If your child is absent, he/she will have **5 days** after the initial absence to complete all missing work. It is the student's responsibility to see that this work is completed and returned to me on time.

It is the responsibility of the parent/ guardian to contact the school office by 10:00 am to report the child's absence. Students must submit a note OR parents must fax or email the attendance office within **5 days** for the student's absence to be considered "excused."

Attendance Fax #: 678-956-5091 or Attendance Email: [lbalberde@forsyth.k12.ga.us](mailto:lbalberde@forsyth.k12.ga.us)

### **ARRIVAL/DISMISSAL**

We expect students to be at school on time; mornings set the tone for the day! School begins promptly at 8:20 am and ends at 3:00 pm. Students may arrive no earlier than 7:50 am and should be seated in their classrooms by 8:20 am. It is very important for your child to be prepared and in his/her seat at this time. Lack of daily preparation and tardiness can result in classroom consequences.

It is **VERY IMPORTANT** that I know how your child is getting home everyday! If your child's normal mode of dismissal changes for any reason (even if it is only for one day), let me know by sending a **WRITTEN NOTE**. Receiving a verbal message, email, or a fax from you is **NOT ACCEPTABLE** notification for a dismissal

change. Without a note, your child will be sent home by the normal mode of dismissal. This policy is to ensure that all students are returned safely at the end of the school day.

### **PARENT VOLUNTEERS/EATING LUNCH WITH YOUR CHILD**

Parent volunteers are welcome in my classroom at the appropriate times. When a volunteer is needed, either I or the room mom will contact you! Please let me know if you are willing to volunteer in my classroom or for the grade level and on what days. I will put together a volunteer schedule based on my list. If you arrive unannounced to volunteer, you will not be allowed to come back to the classroom. Therefore, I will schedule volunteers when needed. There will be school-wide incentives for parent volunteers. More information to come!

Parents are also welcome to eat lunch with their child in the school cafeteria. However, **NO OUTSIDE FOOD IS ALLOWED!** You must purchase a school lunch or bring a sack lunch to eat with your child. You and your child will eat together at the "Parent Tables" in the back of the lunchroom. No student guests please.

**\*\*No parent/guardian is allowed to go back to the classroom after lunch to honor our crucial instruction time. You must exit the lunchroom through the same doors you entered.**

### **SPECIALS**

Specials will rotate on a 6-week schedule. Dress accordingly based on the following schedule:

Session 1: P.E, Session 2: Art, Session 3: P.E., Session 4: Music, Session 5: P.E., Session 6: Technology

### **MRS. WILLINGHAM'S CONTACT INFORMATION**

The best way to contact me is via email. If you need to speak with me, however, please call before 7:50 am or after 3:30 pm. I will not be able to answer the phone during the school day, so please leave a voicemail and I will get back to you when time allows. In case of emergency, call the front office. The secretary will contact me ASAP. Email: [mwillingham@forsyth.k12.ga.us](mailto:mwillingham@forsyth.k12.ga.us) Phone: 678-965-5090 x 370385

### **MY WEBSITE & 4<sup>TH</sup> GRADE WEBSITE**

I update my webpage frequently, so check it for upcoming classroom events and happenings. You will find a wealth of information on the site from practice websites to PTA information to classroom procedures. Simply go to Whitlow's website, click on staff, and then click on my name to access my site. You may view the 4<sup>th</sup> grade site by clicking on the "Curriculum" tab on the Whitlow homepage for monthly updates.

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**Please cut on the above line and return the bottom portion with your child.**

I have read and discussed the fourth grade policies with my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_

Student Signature

Date