

*Mrs. Albright's*  
*5th Grade*  
*Classroom Handbook*

This handbook provides both parents and students with important information about fifth grade. I encourage parents to read it with their child as both will be held accountable for the information. If you have any questions, I can be reached the following ways:

- phone: 660-783-2141
- email: [salbright@stanberryschools.org](mailto:salbright@stanberryschools.org)
- note sent to school with your child
- stop in to see me (It's always nice to have visitors ☺)

I'm free for your full attention from 10:40-11:10 Monday-Thursday and 2:40-3:00 on Fridays, but I will check my email and texts when I can. I can also meet up with you after school if you give me a heads up as I have kids of my own so I will need to make arrangements for them.

### **Newsletters**

Each week I will send home a newsletter that includes the following:

- o What we learned this week
- o What we will learn next week
- o A list of important upcoming events on our calendar
- o Spelling words for the next week
- o A "Student of the Week" section- Each student will be featured in a newsletter.

### **Friday Letters**

Each week (starting September 16<sup>th</sup>) I will also be sending home a Friday letter that includes the following information:

- o Current grades
- o Behavior for the week
- o Rewards for the week
- o Accelerated Reader goal and current points

Students will need to get a parent signature and return the Friday letter on the next school day.

### **Student Planners and Homework Policy**

Each student will receive a planner at the beginning of the year. Students will be expected to fill out their assignments every day. They will be given time first thing in the morning to do so. At the end of each day, I will have students check off any assignments that are complete and highlight or circle any remaining work that needs to be completed. Please note: I will only be sending work home if it hasn't been

completed in the class time that was given along with free time that the student has had. I **do not** want to waste time at home on school work when they will have plenty of time here to complete it. I am hoping this will help students be more organized and reduce the chances of forgetting homework. Students will need to make sure they have their planners at school each day. On Friday, I will check assignment notebooks to make sure they are filled out correctly. Those students who have completed the notebook correctly will earn money in their classroom reward account. If a student repeatedly forgets to or chooses not to fill out their assignments, they will be fined from their reward account or have other consequences.

### **Academic dishonesty**

If at any time throughout the year a student is caught cheating on daily work or a test, he/she will receive a zero on the assignment and parents will be notified. They may also have a discipline referral to Mrs. Graham. This may lead to detention, ISS, or Saturday School for the infraction and for any additional incidences.

### **Resources/Assignments**

We will be providing students with a variety of resources this year to use for each subject. In social studies students will have a notebook. In math they will have a notebook that will provide examples and a workbook that we will use for daily assignments. Students will also have a folder for science and a binder for ELA that will have notes and examples for each topic. In ELA students will also use a workbook. Students are welcome to take these resources home to help with homework or to study for a test. However, if taken home it is very important that it returns to school the next day as we will be using them daily.

We will also be utilizing Chromebooks this year as a resource. Each student will be assigned a Chromebook which will stay at school. We will discuss the rules and expectations for the Chromebooks in class on the first day. If a student is found misusing the Chromebook, he/she will lose computer privileges for a length of time determined by the teacher or Mrs. Graham.

Again, I rarely give an assignment that is meant to be done strictly at home. Most homework will be assignments that your child has started in class but didn't finish. I try to give students ample time in class to complete all assignments. If at any time during the school year you feel like your child is bringing home an excessive amount of work, please come see me so we can discuss how your child is spending his/her class time and if there are some adjustments that need to be made. The only exception to this will be quarterly book projects. Students will be assigned the project and will have time to work on these projects during their study hall time or free time. However, they may have to work on these at home to have them completed by the project deadline.

### **Online resources**

We will be using Google Classroom quite a bit to share resources with students. We will spend the first couple of weeks making sure your child is comfortable using this platform. We will also utilize several other sites throughout the year. We will be putting login information in the front of your child's planner for all of these websites and making sure students are comfortable logging in and completing tasks.

### **Cell Phones**

If a child brings a cell phone to school, it is to be turned off and left in their locker during the day. The school is not responsible for lost or stolen phones. Please refer to the school handbook in the front of your child's planner for consequences for violating our cell phone policy.

### **Accelerated Reader**

Each quarter Mrs. Albright or I will sit down with students to set A.R. goals. These goals along with your child's current points earned will appear on Friday letters so you can track your child's progress throughout the quarter. I encourage you to have your child read each night to work towards their goal. If you need help finding books that interest your child within their reading level, Mrs. Albright, Mrs. Hilton, or I will gladly help.

### **Classroom management**

I use an economy system for classroom management. Students will have opportunities to earn money in their account for positive behavior and grades. With this, students may also be fined for things like behaviors that don't meet expectations. On every Friday Letter, you will see a balance for your student's account. You will also see any fines and rewards earned by that student. If the Friday Letter is not signed and returned the first day of the following week, that student will forfeit all money earned in the previous week, but fines will still be assessed. At the end of each month, students will have the opportunity to use their money to purchase tickets. Some examples of tickets include but are not limited to:

- bring a small snack
- bring a small drink
- no shoes in the classroom
- choose from the prize box
- sit in the teacher's chair

## **After School**

Students MUST have a note or phone call to the school office before 2:45 from a parent/guardian if their after school plans will be different than normal. To ensure each child's safety, without a note/phone call the student must follow his/her normal routine. If you know your child will be going home a different way before the day begins, please just send a note with him/her or text me rather than calling the office.

## **Recess**

As I'm sure you are aware, the weather can vary greatly from day to day in Missouri. We try to go outside for recess if at all possible. We ask that you make sure your child is dressed appropriately for the weather for the day. In colder months, please make sure your child has a heavy coat, hat, and gloves. If there is snow on the ground, students will need snow boots to leave the hardtop playground surface. If at any time you need help providing warm attire for your child, please let myself, Mrs. Graham, or Nurse Ronda know so we can help.

## **Birthdays**

I'm a huge fan of celebrating birthdays and making sure my kids feel special, so please do not hesitate to let me know if you'd like to celebrate with us! Birthdays may be celebrated in the classroom. Your child may bring treats if he/she chooses to do so. Students with birthdays in the summer may celebrate at any time during the year. Please notify me in advance if you plan to send treats so I can allow time to celebrate. Please drop birthday snacks off at the elementary office or send them to school with your child. We will designate all birthday celebrations for 2:45.

## **Extra activities**

- Your child will be participating in the D.A.R.E. program this year in which Corporal Cory McDonald will come in once a week to talk to the students about drugs, alcohol, and peer pressure. As of right now, the plan is to start D.A.R.E. in December or January and continue throughout the third and fourth quarter, but I do not have exact dates yet. Students will receive a t-shirt paid for by the D.A.R.E. program that he/she will wear on the days we have D.A.R.E.
- Students will also be able to try out for academic bowl, spelling bee, and student council. Information will be sent home about these activities throughout the school year. I encourage all students to take advantage of these opportunities and encourage your students to try new things.

- Please refer to the Stanberry R-II Handbook located in the front of your child's planner for information regarding grades and participation in extracurricular activities.

Although there are many extra activities available to fifth grade students, please keep in mind that they should not distract from your child's education. If you feel like your child needs extra help throughout the year, please let me know so we can discuss possible solutions. Your student's success and wellbeing is my #1 priority.

Thank you for taking the time to read through this handbook. I have tried to be very thorough in this handbook. However, it is not possible for me to cover all matters that

might arise in my classroom. If something is not covered in this handbook or the school handbook, it will be up to the discretion of the teacher or principal. Please remember, I want your child to feel safe, comfortable, and successful as a part of our school family. I want them to enjoy school. If at any point during the year, this is not the case, please do not hesitate to email, call, or stop in to see me. I am looking forward to a great year!

~Mrs. Albright

Please return the bottom portion of this page by Monday August 29th . If returned on time, the student will receive \$250 in their reward account. ☺

Student name: \_\_\_\_\_

We have read the classroom handbook and understand that we are accountable for the information presented in it.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_