

Fourth Grade Handbook

Anderson Elementary

2008-2009

Contact Information

*Anderson Elementary
972-396-6924*

Please call the number above to notify the office the morning of any absence.

Mrs. Jill Nortman
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Mrs. Daphne Fox
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Miss Christy Oonk
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Mrs. Danielle Hinson
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Mrs. Elizabeth Rewitzer
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We feel it is extremely important to stay in close contact with parents about student progress and behavior. Should you have a concern or question, please do not hesitate to contact us by note, phone call, or email. A note can be sent separately or written on the All-Star Communication Report. Please understand that in our current schedule, our conference and meeting time is 9:40-10:25 each day. Please call or email to arrange a conference. We will work hard to reply promptly.

General Information

TUESDAY FOLDERS

Tuesday Folders contain most district and school notes. These are sent home on Tuesdays and must be returned on Wednesdays.

VOLUNTEERS

If you would like to volunteer, please complete the volunteer packet provided by PTA. We will also send notes home throughout the year as the need arises for additional volunteers. **If you are planning on volunteering for field trips or working in the classroom, you must complete the AISD background check at least three weeks prior to the trip. In order to obtain a background check, you must go the Allen ISD home page at allenisd.org and look under *Hot Topics*. Choose *Volunteer Registration* and begin the process. This must be completed every year.**

ABSENCES AND TARDIES

The majority of the learning that takes place at school is through teacher instruction and classroom discussion. Therefore, it is extremely important for your child to be at school and on time as much as possible. School begins promptly at 7:55.

** Supervision begins at 7:30 a.m. For safety purposes, students may not be dropped off prior to 7:30 a.m.

** Students arriving between 7:30 and 7:50 should go directly to the cafeteria if eating breakfast or the gym and not their classrooms. Fourth grade students meet in the gym until they are picked up by their teacher.

Students arriving after 7:55 a.m. must sign in at the office, **before coming to class, to obtain a tardy pass.

In the event of an absence, parents should call the school office prior to the start of the day. Messages can be left on the school answering machine before and after office hours. **A parent note should be sent with your child within five school days upon returning from any absence or it will be considered unexcused.**

SPIRIT RALLIES

We will have Spirit Rallies every other Monday morning in the gym. All students will meet in the gym and sit with their class in a designated area. Students should wear their grade level shirts on Mondays.

MAKE-UP WORK

When a student has an excused absence, s/he is allowed one day for each day of the absence to make up the missed work. For example, a student absent on Monday who returns Tuesday will get their work the day they return and complete it by Wednesday. A student absent Monday and Tuesday will return Wednesday and the make-up work will be due Friday. **It is the student's responsibility to make sure they have all needed assignments upon their return to school.** If you would like to request make-up work for your child, please contact your child's teacher **before 10:00 am** so that she has adequate time to prepare the work.

CLOTHING

Please refer to the Allen ISD Student Handbook at Allenisd.org for a complete set of clothing guidelines. Fourth grade teachers will be checking skirt and short length as well as appropriateness of shirts.

TOYS – Toys, stuffed animals, trinkets, jewelry, extra money, candy, gum, etc. should be left at home. It is disruptive to learning and will be confiscated if taken out during class. If such items are brought for after school activities, they must remain in the student's backpacks. The student assumes all responsibility for possible loss or damage.

CLASS PARTIES

All class parties will be coordinated through the fourth grade parent volunteers.

BIRTHDAYS

To avoid hurt feelings among classmates, all party invitations should be mailed. Parents are encouraged to include their address in the PTA directory. **Due to food allergies in our classrooms, it is recommended that items other than food should be brought to school if you wish to celebrate your child's birthday with the other students in the class.** Pencils, erasers, notepads, stickers, or small toys are some suggestions for the celebrations. To avoid interrupting instructional time, birthday items will be passed out at the end of the day before dismissal.

LUNCHESES

Lunch prices will be \$1.90 for children. Students should take their money to the Cafeteria Manager before school starts. Three entrees will be offered. It is helpful to review these with your child prior to school, as they will need to tell their teacher their choice when she asks for the "Lunch Count". Fourth graders may purchase one snack per day. To minimize classroom disruptions, lunches delivered to school will be placed on a designated table in the cafeteria where students can find their lunch upon entering the cafeteria at their lunchtime.

SNACKS

Fourth grade will have a designated snack time at 10:30, after they return from Specials. Students need to bring a **healthy snack** from home, as one will not be provided. Some suggestions for a healthy snack are raisins, pretzels, sliced apples, crackers, and cheese sticks. Please keep in mind that snacks need to be dry and should not cause a distraction in the classroom. **Please do not bring any snacks that contain peanut products due to student allergies in the classroom.**

WATER BOTTLES

Since the beginning and end of the year are extremely hot, students are encouraged to bring water bottles to school for P.E. and recess. Juice and other drinks are not allowed, **water only please.** Due to leaks and spills, all water bottles need to have a sport top.

GRADING

The majority of the grades your child will receive are number grades.

90-100	A
80-89	B
70-79	C

Your child's grades reflect quality of work, ability to follow written and oral directions, and mastery of the state curriculum. We will also be using other ways to assess your child's progress in addition to a formal grade. Through observations, checklists, and self-evaluation forms, the teacher can get a clearer picture of your child's strengths, areas for improvement, and growth. **If the student receives below a 70 on a daily assignment, test, or quiz, s/he has the option to rework the paper for a grade of 70.** The highest grade a student can make on the revised assignment is a 70%.

CONDUCT GRADES – Conduct grades are based on the number of “marks” a child earns in a 6-week grading period. Marks will be based on behavior and work habits. Please refer to the Anderson Expectations. Any issues will be communicated to parents on the communication report to be read daily.

0-3 checks	= O (Outstanding)
4-6 checks	= S (Satisfactory)
7-10 checks	= N (Needs Improvement)
11 + checks	= U (Unsatisfactory)

TUTORING

Tutoring may be offered after the third week of school. You will be notified if your child will need to attend. The exact time and date will be determined by the classroom teacher.

ASSESSMENTS

Our assessments are a very valuable tool that helps us to provide better instruction for your child. **Please do not schedule doctor appointments or other outside activities on the dates listed below.** We appreciate your cooperation.

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|-------------------|-----------------------------|
| ➤ November 10-14 | Benchmark Testing - Reading |
| ➤ November 10- 14 | Writing Simulation |
| ➤ November 17- 21 | Benchmark Testing - Math |
| ➤ February 2-13 | TAKS Simulation - Reading |
| ➤ March 3 | TAKS Writing |
| ➤ March 9-13 | TAKS Simulation – Math |
| ➤ April 28 | TAKS Math |
| ➤ April 29 | TAKS Reading |

HOMEWORK

Students in fourth grade should expect an average of 40 minutes of homework each school night. Homework is intended for students to independently practice skills already learned in class or to spark thinking related to the topic to be studied the following day. Fourth grade teachers plan and purposely monitor homework so that students are given an appropriate amount of work for this age level. As all learners work at different speeds, some fluctuation of time will occur. However, if your child is unable to complete the tasks in a reasonable amount of time, please notify your child's teacher.

Late Work - For late assignments, students will be required to stay in during study hall to complete the missing work. A note will be put in your child's binder making you aware. Ten points will be deducted for every day an assignment is late.

Binders:

Binders will go to and from school daily. **It is your child's responsibility to have you review and sign the Agenda Book and Communication Report and return them to school.** This is an important tool of communication and organization to be used by students, teachers, and parents.

DISMISSALS:

Car Riders: K-2 (and older students with siblings in K-2) will be organized by grade level outside by the gymnasium for pick up. Grades 3-6 will be on the north side of the building. If you are in the building at dismissal time, please exit to this area to meet your child in the designated spot outside. Do not meet your child in the hallway as this causes congestion and keeps other students from exiting promptly. We appreciate your help, as our primary concern is the safety of all our students.

Bus Riders: Students will meet in the Multipurpose Room then exit the front doors by bus number when the bus arrives.

Daycare Riders: Students will be organized by daycare and dismissed from the cafeteria outside door.

Walkers and Bike Riders: Students will be escorted and supervised out the back doors exiting to the blacktop. For safety purposes, all students should go straight home and not stop to play on the equipment.

***Changes in transportation need to
be sent in writing in the morning.***

RAPTOR SYSTEM:

This year Allen ISD will be implementing procedural changes due to the new Raptor system installed at each campus. We will continue to require all visitors and volunteers to sign in at the front desk. However, the first time you sign in your driver's license will be scanned into the system. Also, no one will be allowed in the hallways before school without signing in and getting a visitor badge. The new system will help ensure the safety of your children. Thank you for helping make Anderson a safe and secure school.