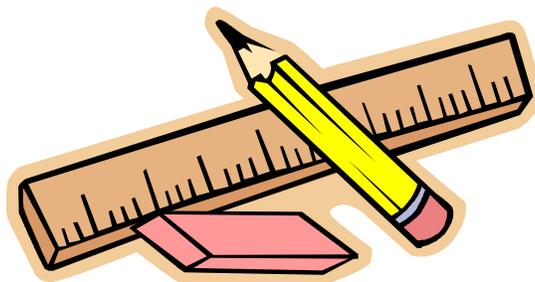


Reed Elementary Student Handbook 2019-2020

Fourth Grade



Outstanding Respect
Wise Choices
Learning Leaders
Stay Focused



Dear Parents,

Welcome! In this packet we have outlined some information that we hope will be helpful to you throughout the year. Please feel free to call or e-mail your child's teacher if you ever have a question or comment.

Your child's success is very important to us, and we feel very fortunate to have the privilege of teaching your child. We believe each child is a unique individual with special talents and abilities. We strive to help each child achieve his/her highest potential.

We are looking forward to a year of exciting and enriching learning experiences for your child. We believe that teachers and parents are a team. Together we strive towards a common goal – the success of your child.

Sincerely,

The Fourth Grade Teachers

Kacey Dillow
Ava Bickerton
Angelica Perin
Karrie Roach



Reed Elementary' s Namesake

Historically, Allen schools have been named for school or community members who have made contributions to the service and education of young people. In 1981, when an additional school was built to satisfy the growing population, a search began to identify such a dedicated person. Gene M. Reed, Jr. was awarded that distinction, serving as one of the many pillars of the Allen community and school district.

Gene Madison Reed was born in Collin County, Texas on May 31, 1925. He was the son of Gennie and Ruby Reed, members of the earliest families in the Allen area. He graduated from Allen High School in 1942 with a senior class of five students and then attended the North Texas Teachers College at Denton (now UNT). Mr. Reed taught for several years in the Tioga School District in Denton County before becoming a career auditor with the Insurance Company of North America. For 48 years, Gene Reed worked with children, serving as a Sunday school instructor and mentor. He was a regular season ticket holder at Allen sporting events, the recipient of numerous church, civic and political citations and awards, and was even named the Citizen of the Year by the Allen Jaycees in 1973. He never married, but through his involvement with the schools and church, it sometimes seemed like he had adopted every kid in town.

Although struck with multiple sclerosis in 1969 and eventually confined to a wheel chair, Mr. Reed continued to remain active in the Allen community. Not being one to allow his personal situation to stand in the way of his support for students, Mr. Reed continued to attend Allen games for many years and could be seen on the sidelines cheering on his Eagles! Many players knew him personally and would come by and “high five” him after the game and thank him for his support.

Gene Reed was recognized with the naming of a school in his honor on April 12, 1981. The building first housed middle school students and then opened as an elementary school in 1983. At the time of his death on January 18, 1996, Gene Reed was held in the hearts of many Allen students and citizens.

Gene Reed’s work, moral standards and ethics, his personal nature, and his rapport with people, make him an ideal example of how to dedicate one’s life to a community and its youth. Reed Elementary celebrated its 30th anniversary in 2012. It continues to be a place where the world is changed one student at a time.

School Mascot:

Reed Owls

School Colors:

Red and Gray

Reed Owl Creed:

We are the Owls of Reed Elementary.
We show outstanding respect and make wise choices.
We are learning leaders who stay focused.
We are all wings in!
Best Students! Best Staff! Best School!

Reed School Song:

We sing out loud and clear for our school Reed Owls.
For we are proud you hear of our school Reed Owls
We work and learn and play
and do our best each day.
We know we're great, and we're first rate
Give ear to what we say.
We sing out loud and clear for our school Reed Owls.
For we are proud you hear of our school Reed Owls
Red and gray will fly above for the school that we all love;
For we're proud of our school
REED OWLS!

Written by Janet Barton – Reed's first music teacher

GENERAL INFORMATION

ABSENCES AND LATE ARRIVALS:

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 each day and arrive on time. School begins promptly at 7:45.

Students arriving after 7:45 a.m. must have a parent sign in at the reception desk and the student will obtain a pass **before coming to class.

In the event of an absence, parents should call the school office. Messages can be left on the school answering machine before and after office hours. A parent note explaining the absence should be sent with your child upon return to school. If a note has not been received in the office within 3 days of the absence, it will be marked as unexcused.

ARRIVAL:

School begins at 7:45 each day. Students arriving before that time should meet in the cafeteria or gym depending on the grade level. Teachers will gather students and take them to class at 7:45.

- Kindergarten, 1st and 2nd Grades will meet in the cafeteria.
- 3rd, 4th, 5th, and 6th Grades will meet in the gym.

**Supervision of students begins at 7:25 a.m. For safety purposes, students should not arrive at school prior to 7:25 a.m. and will not be allowed in the building until that time.

**Students arriving between 7:25 and 7:35 should go directly to the cafeteria or gym and not their classrooms.

BIRTHDAYS:

Parents are able to provide snacks for the class, but we ask they are commercially bought. Another option that parents could consider is to send a goody bag for each student in your child's class.

CELL PHONES:

For safety purposes, the school district permits students to possess cell phones, however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. If a student chooses to use a cell phone during prohibited times, the cell phone will be taken by the teacher and brought to the principal's office. Parents may pick up phones from the office.

CLASSROOM MANAGEMENT SYSTEM:

Rewards for Positive Behavior

- "Hoot Coups" will be given out at teacher discretion for a variety of reasons. Student coupons will be pulled daily for classroom rewards and pulled during our spirit rally for school recognition.
- "Proud Owl" is a recognition given by each 4th grade teacher to students each week and recognized during the spirit rally on Friday
- "Dr. Who" certificates are rewarded to students who show outstanding character.

CLASSROOM SNACKS/TREATS:

- Students may bring a **healthy** snack to school each day to enjoy during the mornings.
- Students are encouraged to bring **water** in a plastic container with a **lid** to sip on throughout the day.

COMMUNICATION:

We want to ensure that we are able to share important school news with you. Please ensure that you notify your child's teacher and the school office should your phone number or email and home address change during the year. You can contact us via phone or email with any questions or concerns during the year.

Teacher Name	Email Address
Ava Bickerton	Ava.bickerton@allensd.org
Kacey Dillow	Kacey.dillow@allensd.org
Angelica Perin	Angelica.perin@allensd.org
Karrie Roach	Karrie.roach@allensd.org

CURRICULUM:

Each school in the Allen School District is required by the State of Texas to cover specific objectives that have been developed for each grade level by the Division of Curriculum of the Texas Education Agency. These objectives are referred to as TEKS – Texas Essential Knowledge and Skills. A list of these objectives can be found at www.tea.state.tx.us.

RED COMMUNICATION FOLDER:

Fourth grade students will carry a red Daily Folder. This will ensure daily communication between school and home. You will find a calendar for the nine weeks, a behavior log and other information in the Daily Folder. We hope that you will help us instill accountability and responsibility in your child by reviewing these items with your child each night.

Red Folders may contain graded papers and most district and school notes. These are sent home on Thursdays and must return the next day. Review the graded papers with your child. Compliment them on their handwriting, grades, neatness, original ideas, or areas of improvement.

Behavior Expectations:

- There is a conduct sheet on the communications calendar sheet. For each incident a student does not meet classroom/school expectations, it is recorded on this sheet. A parent signature is expected for each conduct mark recorded by a teacher.
- The communications folder is the basis for a student's nine weeks conduct grade. Since conduct grades are inclusive of work habits, excessive missing work could impact the conduct grade, as well.
- Consequences for not following expectations include:
 - signature in communications folder
 - lonely lunch
 - loss of privileges
 - contact parents (phone call, e-mail, or note)
 - office referral

Extreme inappropriate behavior will result in immediate removal from the classroom with an office referral.

Such behaviors include fighting, threatening physical violence, disruptive behavior, insubordination, academic dishonesty (cheating or copying from another student), or continual disrespect.

DISMISSAL:

Changes

Please call the front office at 972-727-0580 with any dismissal change information **before** 2:00pm.

CAR RIDERS:

We will stagger our dismissal times to help with traffic congestion.

- 4th grade students will be dismissed at 2:55pm

In an effort to make afternoon dismissal a safe process for your child, we ask that all parents adhere to the following guidelines when picking students up:

- Please use the northwest entrance and either park in a designated parking spot or follow the flow of traffic around the parking lot.
- Please **do not park or attempt to pick up students along the curb in the front** of the school. This area is reserved for buses and daycare vans only.
- **Student Hang Tags** will be provided to families who will pick up students in person or by car. These signs will have your child's name and grade level color. **Please bring it with you to the Parent Waiting Area if picking up in person or place it on your rearview mirror or the dashboard if picking up by car.** Student Hang Tags help school staff ensure we are releasing students to the correct adult. Please help us by **ALWAYS** having your Hang Tag visible during dismissal. They will also help teachers get students to your car in a timely manner and reduce the amount of time you spend in the parking lot. The signs also come in handy during rainy weather when students wait in the gym during afternoon dismissal. School staff can quickly see which child you are picking up and bring him/her to your car.

Bus Riders – Students will be organized by bus number and exit the through the cafeteria outside door. School staff will escort students to the appropriate bus.

Daycare Riders – Students will be organized by daycare and dismissed from the cafeteria outside door. School staff will escort students to the daycare van.

Walkers and Bike Riders – Students will be escorted out of the building by school staff. For safety purposes, all students should go straight home and not stop to play on playground equipment.

GRADE LEVEL T-SHIRTS:

This year fourth grade has a grade level shirt, and all students will have the option to purchase and wear this shirt weekly. Information and order forms were sent home early in the year. Fridays will be the day that students may wear their grade level shirts as well as on days when field trips are planned.

GRADING:

The district has a **nine-week grading period**. Report cards will be sent home every nine weeks, and progress reports will be sent home mid-way through each grading period.

Grades entered for academic work will reflect student achievement. **Daily grades will be weighted at 60% of the final grade and quizzes/tests will be weighted at 40% of the final grade.**

The following are examples of the kinds of assignments to which teachers will assign grades.

- Daily written work
- Daily oral work that can be evaluated to measure student progress/achievement
- Projects
- Lab work
- Presentations
- Performance requirements in alignment with course standards
- Tests
- Quizzes
- Homework

Grades are based on the following scale:

A = 90-100

B = 80-89

C = 70-79

F = 69 and below.

HOMEWORK:

Homework is generally given on Fridays and due the following Thursday. Homework is expected to be complete and turned in by the due date. District Policy states that fourth grade students may receive a nightly *average* of 40 minutes of homework, cumulatively. More specific information can be found in the Allen ISD student handbook.

Unfinished class work that was assigned during the day becomes homework for that evening.

Teachers may assign homework to be completed at home in addition to unfinished class work.

A late assignment will incur a 10 point deduction for each day it is late, up to five days.

An assignment with a score below 70 will need to be redone. A "redo" cannot receive a score higher than 70.

LUNCH:

The lunch price is \$2.25 for children. Students should take their lunch money to the Cafeteria Manager before school starts or parents can make electronic deposits into students' lunch accounts by registering on the website at www.paypams.com. Two- 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". Because the cafeteria line is cash-free, your child will use their six digit student ID number at the end of the serving line. Please assist your child in memorizing this number.

We invite parents to eat with their child in the cafeteria at our guest table, but due to limited space no other students will be allowed to join them for lunch. Parents may bring food for their child only. Parents may not bring food for their child's friends.

MAKE -UP WORK:

Students will be given an opportunity to make up work missed due to an absence. There is no penalty for make-up work as long as it is returned within the school district timelines – for every school day absent, the student has one school day for completion. If your child is absent and you would like to request work for them to complete while at home, please contact your child's teacher.

MEDICATION:

Our school nurse is on campus to assist with medications or minor medical care during the school day. Below are a few reminders about medications at school:

- Any medication that a student takes at school needs to be cleared through the clinic. Prescription medication needs to be in the original, properly labeled container (type of medication, prescribed to student, doctor's name, and dosage).
- Non-prescription medications need to be labeled with the student's name and the parent's name and phone number.
- Non-prescription medication will require a doctor's authorization for continuance after 10 consecutive school days following the initial request. When in doubt, please contact the school nurse.

REPORT CARDS AND PROGRESS REPORTS

Report cards will be available electronically on skyward every nine weeks. Progress reports will also be available electronically after the fourth week of the nine weeks. Classroom teachers will also provide a printed weekly progress report.

STUDENT DRESS CODE:

Please refer to the Allen ISD Student Handbook for complete information about student dress and grooming information. A few common dress code questions involve the following:

- Shirts must be long enough to cover the midriff, even when arms are raised over the student's head.
- Shorts, skirts, or dresses must reach mid-thigh or longer.
- **Leggings or yoga pants** may only be worn with a shirt, dress, or skirt that reaches mid-thigh or longer
- Shoes with rollers are prohibited.
- A student's hair must be clean and groomed, and by nature of the style does not tend to create a distraction.
- Hair must be either natural color or naturally tinted or colored in a blended and balanced manner.
- Hair will not fall below the top of the eyebrow.
- Hats, caps, sweatbands, bandanas, hoods, visors, or other head coverings are prohibited in the classroom or school building except on approved occasions.
- Boys in grades K-6 may not wear earrings of any kind.
- Facial piercings of any kind are prohibited

TOYS:

Please do not allow students to bring toys from home. These often become distractions to students during instructional times and can lead to classroom disruptions. If students choose to bring toys from home, they will be taken by the teacher and parents will be asked to come to school and pick them up.

VISITING THE SCHOOL

For the safety of our students, please follow these guidelines when visiting the school.

1. Visitors should sign in at the front desk upon arrival and obtain a visitors badge to wear. The first time you visit our school, you will be asked to provide a picture ID.
2. If you need to make contact with your child or his/her teacher, please inform the receptionist and she will assist you. **Please DO NOT go directly to the classroom unless you have an appointment with the teacher.** Our goal is to limit classroom interruptions as much as possible and ensure that teachers and students can focus on learning.

3. If your child forgot his/her lunch, a book or other needed items, please bring them to the reception desk and we will make sure the items is delivered to the student.
4. Parents may only walk their child to class on the first day of school. Beginning on the second day, parents must sign in at the reception desk and obtain a visitor's badge.

VOLUNTEERS:

We LOVE school volunteers! If you would like to become a Reed volunteer, please visit the Allen ISD website and complete an online application. All volunteers must submit and pass a criminal history background check before working on campus. There are many opportunities to support our school, so please feel free to contact the office or your child's teacher with specific questions about how you can help our students.

<https://www.allenisd.org/Page/214>

GENERAL FOURTH GRADE SCHEDULE

7:45-8:00	Homeroom
8:00-8:45	Target Time
8:45-9:00	Block 2
9:00-9:45	Specials
9:45-11:50	Block 2
11:50-12:20	Lunch
12:20-12:50	Recess
12:50-2:50	Homeroom
2:50-2:55	Pack up and Dismissal

Thank you for taking the time to read this information. Please sign the page below and return it to your student's homeroom teacher.

**Your support at home and school is invaluable.
We are looking forward to a great year!**

PARENT VERIFICATION

Child's Name _____

I have read and discussed the handbook with my child.

Parent signature

My child is excited about

I have questions about

Please return only this page to your student's homeroom teacher. Keep the handbook for your reference.

Handbook 2019-2020