The ABC’s of Mrs. Smith’s 4th Grade Class

Email: NSSmith@avon-schools.org
Phone: (317) 544-6600 x 6691
Absences- If your child is absent, PLEASE be sure to call the office. If you would like to request homework, in the event I am also out, the office can let the substitute know to gather your child’s missed work.

Assignment Notebooks- Assignment notebooks will go home every night, Monday through Thursday. Your child is responsible for completing all homework, as well as having a parent or guardian initial the notebook every weekend. This signature indicates you are aware of the assignments and your child has completed them. I will initial the assignment notebook the following morning to indicate I have looked at the notebook as well. This serves as an excellent communication tool!

Behavior System- We will be using a whole school behavior system that focuses on Be Ready, Be Safe, Be Respectful. Each day, every child will start on green, “Ready to Learn”. As the day progresses, students may be asked to clip up for notable behavior or down for behavior that needs to be improved. A monthly calendar will remain in the back of your child’s take home folder. Your child will record his/her behavior each day by coloring in a daily box on the calendar. Your child should show you his/her calendar each night. Please initial your child’s behavior calendar on any days that are yellow, orange, or red.

Birthdays- Your child will receive a birthday prize from the school. If you have invitations, according to the Sycamore handbook they are unable to be passed out at school. I will send home an address list early in the year!

Bug Bucks- “Bug Bucks” (classroom money) are given for good weekly behavior and when a child is “caught” doing something great! Students can use “Bug Bucks” to buy things at the end of each grading period. I am always in need of donated items for our store 😊

Cell Phones- Please refer to the student handbook. Phones should be off and put away during school hours. If your student has their phone out or it rings while in their backpack, they will be given three strikes. A first time offense will result in parent contact. A second offense will result in consequence and parent contact. A third offense will be a referral to the office. Ms. Harris will keep the phone until the parent comes to school to collect it.

Change in Student Dismissal- Should your child go home in a different manner than normal OR get picked up early, please contact the office before 12:00 AND write me a note on a full sheet of paper. In the event there is a substitute, he/she will NOT have access to my email or voicemail. Therefore, a note would be extremely helpful and ensure your child’s safety and for him/her to be ready when you are!

Classroom Communication- I believe we can accomplish anything through open communication lines. Communication is key to a successful school year! I am available through email, phone, and assignment notebooks. If you have NOT heard back from me within 24 hours, please contact me again. I am very prompt in returning emails, phone calls, and notes, so therefore, your communication may not have made it to me if it is over 24 hours! Note: I do not normally check my email after 4:30 pm or over the weekend. I will respond the next day.

Classroom Schedule-  
8:15-8:35 Announcements & Morning Work  
8:35-9:15 Specials  
9:20-11:20 Language Arts Block  
11:20-11:50 Math SST  
11:50-12:45 Math Lesson  
12:45-1:30 Lunch/Recess  
1:30-2:15 Number Corner  
2:15-3:00 Social Sciences  
3:00-3:15 Agendas, Pack Up, Dismissal
**Fidget Spinners**- Spinners are not allowed in the classroom. If your child is in need a fidget, the school has fidgets to use.

**Grades**- Parents can view grades online. Grades will be updated by Tuesday at midnight of each week. 
NOTE: Some subjects may not have a new grade every week.

**Holiday Parties**- We will have a Winter Party and a Valentine’s Day Party. I will send home sign-ups for items to be donated, as well as help with organizing the party and volunteering to help at the party.

**Homework**- Homework serves as additional practice for skills taught in class. Please help your child find a quiet spot to work on homework each night. Though parent help is encouraged as needed, your child should be able to do most work on his/her own. If additional teacher help is needed, please jot a quick note in the assignment notebook or on that particular worksheet. Homework should take about 15-20 minutes each night. If your child is spending a considerable more amount of time each night, please let me know.

**Homework Strikes**- (Also see “Study Hall”) Homework strikes are given for missing and/or incomplete homework, assignments, or projects. One homework strike is given each day, regardless of the number of assignments that are missing/incomplete. When your child has taken 4 homework strikes, I will let you know via your child’s assignment notebook or email. On the day the homework strike is taken, your child will go to Study Hall during recess to complete the missing/incomplete work. Students may return to recess when homework is completed.

**Newsletters**- Newsletters will be sent home every Friday. Newsletters will contain upcoming information and dates, as well as what we are working on in school. Newsletters will be sent via email as a PDF file, unless a hard copy is requested.

**Parent Volunteers**- Parent volunteers are always welcome! I always love help with organizing, cutting, putting up bulletin boards, working with children, etc. Please let me know if you are interested in helping! At home help for those with little ones or those who work is always welcome as well! We will go on a few field trips that will also require parent chaperones. More information to come soon!

**Safety at Sycamore**-  
- Sycamore participates in regular emergency drills including: fire, tornado, and evacuation.
- All visitors must check in through the front office and should have a background check complete (unless the visitor is just coming to lunch).
- Visitors may not take pictures or videos during school hours, without prior permission from the school principal.
- Visitors are not permitted on the playground during school hours from 7:40am-3:20pm (including recess).
- All individuals who are authorized to pick up children, must present a valid photo id.

**Snacks**- We will have snack time every day. Snacks should be healthy. Please do not send in candy or junk food. No drinks are needed because there is a classroom water fountain.

**Specials**- Specials are from 8:35-9:15. Our specials schedule is as follows:

- **Monday**- P.E. Don’t forget your gym shoes! Library books due today also.
- **Tuesday**- Library
- **Wednesday**- Keyboarding
- **Thursday**- Music
- **Friday**- Art
Study Hall- (Also see “Homework Strikes”) Study Hall is daily during recess time in one of the 4th grade classrooms. Students who have missing/incomplete homework will be required to go to Study Hall to finish his/her work. Students may return to recess when they finish.

Take Home Folder-

*Mon- Thurs: Take Home folders will go home daily, along with the assigned homework and assignment notebooks. There are two sides to the homework folder: Keep and Return. Papers on the “keep” side are ready to stay home! Papers on the “return” side need to be returned to school. Please help your child stay organized by emptying the “keep” side on a regular basis.

*Fri: On Friday, your child will bring home their take home folder. The folder will contain any mailbox papers from the week. Mailbox papers include graded work, information from the office, and work completed in class. Please help your child stay organized and empty the folder each week!

*Behavior Calendar: You will also find your child’s monthly behavior calendar. Please initial the calendar at the end of the week and keep it in the folder!

Tests- Tests will follow the below schedule most weeks. Any changes will be noted in your child’s assignment notebook and the weekly newsletters.

   Math- When a test is given at the end of each Unit, it will be announced via newsletter and assignment notebook. The classroom website also offers great practice for troublesome areas!
   Reading- When a test is given, it will be announced via newsletter and assignment notebook. Tests tend to fall every other week or every 2 weeks.
   Word Study Test- There will be a Word Study test about every other Tuesday. It will cover the prefix or suffix pattern that comes home the week before.
   Grammar- There will be a grammar test most Thursdays. New information is presented on Monday and students will be provided extra practice through the weekly homework packet.
   Social Studies/Science- When a test is given, it will be announced via newsletter and assignment notebook. However, most science and social studies grades come from in class assignments.

Website- Please visit our classroom website to find the newest newsletters, classroom information, and student activities. The classroom website offers links to many helpful websites students can access anywhere! Students can practice math concepts, math facts, grammar, etc. This is a great way to prepare for tests or just get some extra help!  http://www.avon-schools.org