19-20 Practices & Procedures-4th Grade

Welcome to the fabulous 4th grade! We are looking forward to a very exciting year. To provide students with the excellent educational environment they deserve, we have developed the following practices that will be in effect at all times. Please put this packet in a safe place to use as a reference throughout the year. **This information can also be found on our online newsletter.**



**Water Bottles:**

Water bottles are allowed throughout the day in 4th grade. Students must use a closable bottle with only water inside. Please do not bring flavored water, etc. They can keep the water bottle in their lockers for use the next day. There will be no snacks this year due to lunch being in the middle of the day.

**End of Year Awards:**

The following awards will be given at the end of the year: A Honor Roll, A/B Honor Roll, Enrichment Awards, and 4th Grade Completion. Additional student recognition may be given.

***Please keep this packet for your reference.***

***Remove last page, sign, and return to homeroom teacher.***

TEACHER ASSIGNMENTS

This year your child will have 2 classroom teachers, unless they are self- contained.

|  |  |  |
| --- | --- | --- |
| **HOMEROOM** | **MATH/SCIENCE** | **LANG. ARTS/SS** |
| Vail | Vail | Swain |
| Swain | Vail | Swain |
| Brown | Brown | Franks |
| Franks | Brown | Franks |
| Khavari | Khavari | Byrd |
| Byrd | Khavari | Byrd |
| Thornton | Thornton | Thornton |

COMMUNICATION

1. **Email**- please feel free to email your child’s teachers with any questions/concerns throughout the year. Here are all the teachers’ emails:

Byrd- [AshleyByrd@misdmail.org](mailto:AshleyByrd@misdmail.org)

Khavari- [RoyaAkhtar-Khavari@misdmail.org](mailto:RoyaAkhtar-Khavari@misdmail.org)

Vail- [lisavail@misdmail.org](mailto:lisavail@misdmail.org)

Swain – [aliciaswain@misdmail.org](mailto:aliciaswain@misdmail.org)

Franks- a[bigailfranks@misdmail.org](mailto:AbigailFranks@misdmail.org)

Brown - [tonyabrown@misdmail.org](mailto:tonyabrown@misdmail.org)

Thornton- [elizabeththornton@misdmail.org](mailto:elizabeththornton@misdmail.org)

1. **Conference Time**: Our conference time is 1:20-2:20. We can conference on Mondays and Tuesdays. Wednesdays, Thursdays, and Fridays are reserved for team/admin. planning.
2. **Communicator**- this will be in their Take Home Binder. It will need to be initialed **NIGHTLY**. Here you will find homework and behavior notes.
3. **Take Home Binder**- every 4th grader will have a take home binder. This binder will come home nightly. It will have graded papers and other handouts. **Please do not remove graded papers until the end of the six weeks.** Important information will also be sent home in the binder. It will be in the front pocket and can be removed. **Please check nightly**.
4. **Newsletter**- we have an online newsletter with all the latest 4th grade information: what we’re learning, important dates, event information, etc. It is updated **weekly**. The address is

[**www.daulton4.weebly.com**](http://www.daulton4.weebly.com)

We encourage you to check the newsletter often.

1. **Skyward**- this is where you can view your child’s grades. You will need their ID number (lunch number) to set up an account. **We encourage you to check your child’s grades on a regular basis.**
2. **Phone**- you can always call the front office and leave a message for the teacher: 817-299-6640.

Homework and Study Hall:

**Homework-** Five points will be deducted from the student’s six weeks homework grade every time homework is turned in late.

Our homework schedule is as follows:

Language Arts- homework assigned as needed

Math- weekly homework due on Friday

Missing homework will be recorded on the communicator, however it will not reflect on their Conduct Grade at the end of the six weeks. (It will count against ROC recess participation).

**Study Hall**-we have Study Hall for students who have unfinished classwork: a designated time the first 20 minutes of recess.

GRADING POLICY

2nd-4th grades at Daulton follow the same grading policy. It is as follows:

Percentage of Class Breakdown:

**Math/Language Arts/Science/Social Studies:**

Cumulative Tests & Projects – 30%

Classwork & formative quizzes- 70%

Redo Policy:

Failing grades on tests/CBAs can be redone, for a maximum grade of 70. Alternate tests over the same material can/may be given. Daily work can be redone as a part of the reteaching process, but **the grade will not be raised so that true educational need is reflected. We ask that all failing daily work and quizzes be Corrected And Returned Signed to the teacher (CARS).**

Classwork**:**

Classwork will need to be completed in the classroom. Students have 1 week (5 school days) to complete classwork. After the 1 week (5 school days) time period, **15 points will be deducted each day it is late**. Students should complete classwork in this allotted time. We also offer study hall for unfinished classwork.

CONDUCT & EXPECTATIONS

On the bottom of the communicator you will see a number system. The numbers 1-5 correspond to the 5 behavior traits below and their description.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **Excessive**  **Talking**   1. Disrupting   others / teacher  during lesson.   1. During   assemblies.   1. During dismissal. 2. Independent /   small group time.  e. In hallways | **Off Task - Not Using Time Wisely**   1. Incomplete daily   work due to off task behaviors.   1. Not returning to   class promptly.   1. Not packing or unpacking materials promptly. | **Not Prepared**  Did not bring needed supplies/materials to class. | **Not Following Directions**  a. In the classroom  b. On playground.  c. In the restroom.  d. Safety to self  and others.  e. In the cafeteria.  f. Transitioning  through the halls | **Disrespectful Towards Teacher and Others**   1. Not keeping hands,   feet, objects to self.   1. Being dishonest/   cheating.   1. Using inappropriate   language.   1. No eye contact;   not focusing on the  teacher.   1. Not respecting   privacy/property of  others. |

This is also posted in each classroom so the students know exactly what is expected of them. We believe that good behavior is directly tied to learning.

Conduct Grades on the Report Card:

|  |  |
| --- | --- |
| Number of Entries in Communicator | Conduct Grade |
| 0-2 | E (Excellent) |
| 3-5 | S (Satisfactory) |
| 6-10 | N (Needs Improvement) |
| 11+ | U (Unsatisfactory) |

An office referral will result in an automatic Conduct Grade of “U”, and a lost communicator will result in an automatic Conduct Grade of “N”. Both will result in the loss of ROC recess.

CONSEQUENCES & REWARDS

**Consequences**

Students may be asked to complete a Behavior Reflection Form during Study Hall if behavior does not meet 4th grade expectations.

Students who do not follow lunchroom procedures will eat lunch at the designated “Lonely Lunch” table and lose social lunch on Friday.

\*\* Teacher reserves the right to provide immediate consequence based on behavior. ( Lonely Lunch, minutes taken away at recess, etc.)

**Rewards:**

* ROC recess (see below)
* Class rewards
* Homework passes
* Parent contact for recognition
* House Tickets

**ROC** – Responsible Organized Citizen

Students will receive ROC Recess at the end of every 3 weeks if they have no more than 2 entries on their communicator per 3 weeks. We like to reward our Responsible Organized Citizens!

SIGNATURE PAGE

I have received and read the 4th Grade Practices & Procedures with the following pages included:

Teacher Assignments

Communication

Grading Policy

Conduct & Expectations

Consequences & Rewards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Parent/Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

*Please tear off this back page and return it to your child’s homeroom teacher.*