

West Creek Elementary School



Dear Parents and Guardians,

This packet is designed to help inform you and your child about their fourth grade experience at West Creek Elementary School. Please keep this information packet to use as a reference if you have any questions during the year.

This information has been discussed with your child at school. Please read and discuss the information with your child at home, especially the section on discipline.

Please sign and return the bottom portion of this page. Also, have your child sign below. If you have any questions, feel free to include them.

We, the Fourth Grade Teachers, are looking forward to a successful and productive year!

Fourth Grade Teachers

-----cut here-----

RETURN THIS PORTION TO YOUR CHILD'S TEACHER

Student's Name _____

I have read this entire information packet and have reviewed the General Information, Discipline Policy, and the Grading/Homework Plan with my child.

Parent or Guardian's Signature

Student's Signature

Parent Email: _____

*Please give an email that is checked frequently for communication.

Parent Telephone: _____

If you are interested in volunteering in the classroom,
please list times or days of the week available.

West Creek Elementary School

GENERAL INFORMATION

1. Each nine weeks you will receive three progress reports: week 3, week 6, and week 9 (report card). Parents should sign the progress report and return the next day.
2. Notes from the teacher concerning academic or inappropriate behavioral choices will be sent home as needed. They must be signed and returned the next day.
3. In the event of a student's absence, a note must be sent on the day the student returns to school including the following information: date of absence, explanation of absence, and guardian's signature. Students will be allowed one day for each day absent to make up work.
4. Please arrange for your child to take medication during non-school hours. Medication cannot be taken at school unless the following two forms are completed: "**Physician's Form for Medication to Be Given at School**" and "**Parent's Request for Giving Medication at School.**" These forms are available in the office.
5. Money sent to school needs to be made for the exact amount and placed in a sealed envelope. Label the envelope with the following information: student's name, teacher's name, amount enclosed, and purpose for funds.
6. Fee information will be sent home soon.
7. Anytime there is a classroom party, informational notes for the activities will be sent home closer to the date.
8. Please ensure your child has lunch money or a sack lunch every day. **Charging is not permitted.**
9. Parent/Teacher Conferences will be scheduled in the fall to discuss students' strengths and areas to improve. Additional conferences will be scheduled as needed throughout the year.
10. A grade level newsletter will be sent home weekly. It will contain information about events in the classroom, behavior from the previous week, students' recognition, important dates and a tentative test schedule. Please sign and return to your homeroom teacher. A consequence will be given if the newsletter is not returned signed. A school newsletter will be sent home monthly containing information about West Creek Elementary.

West Creek Elementary School

FOURTH GRADE DISCIPLINE PLAN

Rules

1. Treat everyone with courtesy and respect
 - hands, feet, and objects to oneself
 - no teasing or bullying
 - use appropriate language
 - no talking back
 - leave property of others alone
2. Follow the teacher's directions.
3. Have materials on hand and complete assignments on time.
4. No excessive talking or silly behavior.
5. Follow directions and rules outside of the classroom (Art, P.E. Music, Library, Lunch, Hallways, Bathrooms, etc.)
6. No mechanical pencils or hand held pencil sharpeners allowed in the classroom or school.
7. In order to have a productive environment, students must have their supplies with them daily in their pencil pouch. (3 sharpened pencils, scissors, 1 glue stick, crayons, colored pencils, and 1 highlighter)
8. No distracting objects, supplies, or toys in the classroom. After one warning the object may be confiscated. *Fidget cubes only allowed with Doctor/Medical documentation.

West Creek Elementary School

Consequences

Warning and Counsel

1st check = Walk or sit 5 mins at recess

2nd check = Walk or sit 10 mins at recess

3rd check = Walk or sit 15 mins at recess

4th check = Walk or sit all of recess and lose privileges.
(Student may be sent to the principal's office.)

****Time Out = A student may be sent to another classroom for a period of reflection when his/her behavior becomes disruptive or he/she needs an environmental change.**

Severe Clauses

A student will be **immediately** sent to the principal's office for physical violence, stealing, refusing to obey adult authority, and obscene language (verbal, written, or gesture). This can also include any behaviors the teacher deems unsuitable in the learning environment.

Rewards

Appropriate classroom behaviors will be rewarded with special privileges, good behavior notes, positive phone calls, awards, certificates, treats, extra free time, additional recess, or good behavior parties at the end of each nine weeks.

West Creek Elementary School

Students' grades are determined from scores received on tests, classwork/participation, and homework. **Tests are worth 50%, classwork is worth 45%, and homework is worth 5% of your child's grade.** Numerical grades will be based on the following grading scale:

93 - 100 = A

85 - 92 = B

75 - 84 = C

70 - 74 = D

69 and below = F

Classwork is to be completed in class and turned in on that particular day. **Unfinished classwork will not be sent home.** Homework is to be completed at home and turned in on time. *Homework will NOT be accepted LATE.* (Not including students absences. Extracurricular activities will not supersede homework or will not be accepted as an excuse.)

Homework Plan

We will assign homework Monday-Thursday nights. The assignment(s) should take no longer than **30 to 40 minutes** to complete. Each student is responsible for recording homework assignments in an agenda (to be provided by the school) and bringing it home in his/her folder. Homework expectations are as follows:

Homework Expectations and Guidelines

- 1. Homework is to be neat and appropriately headed.**
- 2. Students work independently, asking for help only after they have given it their best effort. Homework is a review of previously taught skills.**
- 3. Math & Reading homework is completed daily. If daily homework is not completed, students will receive a check. If completed and turned in at the end of the week, they will receive full credit.**
- 4. Homework completion will have an impact on student's final grade.**

We believe homework is an important and valuable element of a successful educational experience. It provides an opportunity to reinforce and practice skills learned in school, thereby preparing students for future assignments, quizzes, and tests. Further, homework provides students the opportunity to develop positive study skills, independent work skills, and responsibility.