

Pine Lane Elementary 2017-2018



Fourth Grade Handbook

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Communication

There are many exciting and rewarding learning opportunities to experience in fourth grade. With your support and encouragement, the children in our classes will have a successful year at Pine Lane Elementary.

Most importantly, we want to create a student centered, positive, secure, and productive learning environment. We believe each child is a valued member of our community. By communicating and working together as a team, we can provide the skills needed in order for our children to be able to succeed in the 21st century.

If you have any special concerns throughout the school year that you would like to share in order for us to help support your child; please email, stop in, or write a brief note. In turn, we will communicate any pertinent information. Our main form of communication will be through email and our websites (which will be updated regularly).

Home Folders

Every week, your child will bring home a “**Thursday Folder.**” You can expect to see graded papers and any school communication in this folder. ***Please support your child in returning the folder to school the next day.*** A recommendation is to find one place in your home where the folder is delivered. It then becomes the parents’/guardians’ responsibility to check its contents and return/sign necessary papers.

Attendance

A fourth grade classroom is a busy place. Your child’s attendance is very important to our school. If your child is absent for one day, there is no need to request missed classroom work. Missed assignments may be made up when your child returns from their absence. Remember time missed from school is time missed from instruction and class discussion. Therefore, some missed assignments cannot be duplicated and make-up work may not be available.

School hours are from **9:05 AM to 4:00 PM.** A *delayed start* will postpone school by one and a half hour. This means that school will begin at 10:35 AM. If a delay takes place, you can verify the information by checking your local networks or accessing the district website. The Weather Line may be accessed too. The number is 303-387-SNOW (7669).

Dropping off / Picking up Students

Please remember that the only location for student drop-off or pick-up is in the car drop off lane, which is located in between the two buildings. The North and South parking lots are staff-only and are not safe to be used for drop-off or pick-up. There isn’t any supervision in these locations, and students’ safety is our priority at PLE. Students from North Campus will enter through their classroom doors. **Please have your child line up at the cones with their teacher’s name on them, located on the blacktop outside of their classroom.** For *dismissal*, students from the North Campus should

exit the west doors for parent pick-up. All other students (bus riders) should exit the main doors to the east.

If your child needs to leave early, please send in a note for your child to give to the teacher or you can call the office to notify of change. If your child is **late** to school, they must check in at the office. The attendance may have already been finished, and they may be counted absent if the office doesn't know they are here. **IF YOUR CHILD IS NOT GOING HOME IN THE REGULARLY SCHEDULED WAY, THE OFFICE MUST HAVE WRITTEN COMMUNICATION, EMAIL OR PHONE CALL CONFIRMING ANY CHANGES.** *(If it is late in the day, PLEASE call the office for assurance of us knowing about the change.)* If we do not have this communication, your child will be sent home as regularly scheduled. We implement this process for safety. Thank you!

Starting the Day

North Campus **students line up at the cones with their teacher's name on them, located on the blacktop outside of their classroom.** The first bell rings at 9:05 a.m. and the tardy bell rings promptly at 9:10 AM. Students are expected to be in the classroom and ready for their learning experience at that time. Students who arrive after 9:10 AM will be considered tardy. They will need to check into the office at that point (enter the building through the west main office doors).

End of the Day

Children will be dismissed from their classroom with the final bell at 4:00p.m. The buses are located outside the east door and students riding the bus will exit via east side of school. Parent Pick-up students will exit through the west side to get to parent pick up lane. Please either park in the parking lot and pick up your child, or drive completely around the "loop" to the western part of the sidewalk to pick up your child. *There is a free shuttle bus that will take students from PLE and drop them off at Sierra Middle School. This is highly recommended and will save much time in the pick-up loop! :)*

Birthdays

Birthdays are special days for your child. If you would like to celebrate a birthday at school, please let us know ahead of time. If your child wishes, they may bring treats to share with the class; we will save treats for the end of the day. A non-food treat is encouraged. The number of children in our classes will vary throughout the year, so please check with your teacher for the number of students in their class. Also, please remember to confirm with your teacher about significant allergies. **We have several classes with life-threatening peanut/tree nut allergies, additionally, there are other types of allergies. To accommodate this, please check with the teacher prior to sending food items.**

Homework

Homework is assigned to provide extra practice on specific skills, and promote student responsibility and self-discipline. The goals for homework is to develop good study

skills, endurance on tasks, and deepen understanding to help transfer knowledge across curriculum.

It is suggested that they read a minimum of 20 minutes per night and memorize math facts to make fact fluency quick and easy in the classroom. Students may have assigned reading come home consisting of varied resources based upon personalized learning goals and/or Reading Plus (Internet-based reading program), or DreamBox (Internet-based math program)

Additional homework will be assigned as needed. Look for e-mail communication providing additional/specific details regarding homework from your classroom teacher. The students are responsible for completing and turning in their homework assignments. (They will use their planners to write down homework/reminders to help keep organized and responsible.)

Medications

Parents wanting medication administered to their child at school need to bring the medication in its original container, accompanied by a medical release form from their doctor. This includes Tylenol and cough drops. Parents need to sign a liability release form before any medication can be dispensed.

Responsibility

The children in the classes are responsible for their own actions, attitudes, behaviors and work habits. We will help support children become more responsible, however, we will not take over individual responsibilities. Pine Lane implements PBIS (Positive Behavior Instructional Support) and character/life skill-building lessons to teach and practice positive behavior choices, which include Be Safe, Be Respectful, Be Responsible. (PL3) We expect students to return home folders, library books, and any other important materials on time as well as follow through healthy expectations. You may help your child become a responsible student by promoting responsibility in your home as well.

Student Behavior:

Our students will be following PL3 guidelines as stated in the Pine Lane Handbook. Our school rules are grounded on three basic principles:

- (1) Be Safe
- (2) Be Respectful
- (3) Be Responsible

We teach and practice what these “look” like within the areas of school, as well as reward students for positive behavior choices.

Snacks

Each day we will have an opportunity for snack time. *** (We do have students with severe allergies.)*** Please check with your child’s teacher for snack restrictions. Please send your child with a nutritious snack. Simple snacks, such as fresh fruit & vegetables, crackers and cheese. Snacks containing mostly sugar are strongly

discouraged. A good guideline to use when selecting a snack would be to look at the ingredients on the package.

We will not have extra snacks in the classroom and children will not be allowed to share their snacks with classmates due to safety issues. Encourage your child to make it their responsibility to select a nutritious snack each morning.

Water Bottles

Students are encouraged to bring a water bottle with them to use throughout the day. We ask that the water bottles only contain water and have a lid that doesn't come off or allow spills easily. Please write your child's name in permanent marker on the bottle. It is strongly recommended to label with permanent marker your child's coats, backpacks, lunch boxes, sweatshirts, etc. There has been an excessive amount of items recently in the Lost & Found and all items left behind are donated twice throughout the year.

Conferences

Official conferences will take place twice a year. Look for more information regarding conferences in your child's Thursday Folder or via email.

Toys from Home

Please encourage your child to leave personal items such as toys/games at home. These items include, but are not limited to, trading cards, electronics (including games), stuffed animals, fidget spinners, etc. Personal sports equipment such as footballs and soccer balls may be brought to school to use during recess, but must be shared with all students and fit in the backpack (they are a safety concern). Please clearly mark these items with your child's name. Scooters, skateboards, baseball bats and balls are not allowed at school for safety purposes. Remember, your child is responsible for the safety of his/her own sports equipment. (Too often, items get lost or damaged.) Any item that is brought to school and causes a distraction will be confiscated and returned at the end of the school year or released directly to a guardian.

POD

Personally Owned Devices intended for classroom use will require a signed form that explains responsibilities as well as expectations. If this is disregarded, the students will lose privilege of use at school.

Thank you for sharing your child with us this year! We look forward to our learning experience together; let the journey begin!

Fourth Grade Team