

MRS. MICHALSKI'S 5th GRADE SURVIVAL GUIDE A.K.A. Stuff You Need to Know



Dear Parents/Guardians,

Welcome to 5th grade at Page Elementary! I am delighted to have your child in my classroom this year, and I am confident that we will all have an exciting and successful school year!

There are so many things to remember as we start a new year as teacher, parent, or student. It can be very exciting and overwhelming at the same time. In order for all my students to have the opportunity to be successful, I am providing you with this survival guide. In this packet you will find many important pieces of information regarding my classroom policies on homework, grading and late assignments, as well as behavior expectations, discipline procedures, and general house-keeping type items. It is my hope that by providing you with this information it will help alleviate some of the confusion and stress that accompanies the start of a new year. **Please familiarize yourself with the contents of this packet and keep it handy to refer back to throughout the year.** To acknowledge that you have reviewed and understand the contents of this packet, please sign the last page and return it to school with your student. If you wish to discuss any concerns you have, please feel free to contact me via phone or email. My complete contact information is listed near the end of this guide. I look forward to a great year!



Expectations

Classroom expectations and rules are designed so that all of the children have a safe and comfortable learning environment. I expect my students to take responsibility for their actions and understand that following the rules is part of making our classroom an exciting place to learn. To familiarize you with our class and school expectations, I have listed some of the responsibilities of the students below.

FIFTH GRADE EXPECTATIONS

In **class** you will be expected to be:

- * Polite
- * Quiet
- * Courteous
- * Friendly
- * Truthful
- * Honest
- * Prepared
- * Cooperative
- * Respectful
- * Responsible
- * Helpful
- * Kind



In the **building** you will be expected to:

- * Walk
- * Use a quiet tone
- * Remove hats when entering the building
- * Not chew gum

On the **playground** you will be expected to:

- * Use equipment properly
- * Maintain your dignity by refraining from fighting at all times

In the **lunchroom** you will be expected to:

- * Take a seat and remain there until dismissed
- * Use a quiet tone
- * Walk
- * Clean your eating area before leaving

Classroom Discipline Program

I have based my discipline program on the belief that every student has the RIGHT to learn in a safe environment, which is free from excessive distractions and disruptions. In order to achieve this kind of environment I have found that my students respond well to structure and firm, yet fair guidelines. Below you will find a list of our classroom rules, consequences and rewards.

Rules

- *Respect yourself by always doing your “PERSONAL BEST.”
- *Respect others: be kind with your words and actions.
- *Be an active listener: use your eyes, ears, and heart.
- *Work quietly and follow directions the first time given.
- *Be prepared for class every day. Turn in completed assignments on time.

Our classroom discipline plan is centered on a conduct card, which is used to document when a student chooses to break a rule. The conduct card is placed on the student's desk each week and is divided into two sections: one for behavior and the other for homework. When a student chooses to break a rule they will be given a warning. If they continue the behavior they will receive a check on their conduct card. Each check will lower their citizenship by half a grade. All students begin the week with an A+ in citizenship. The conduct card will be sent home every Thursday attached to their work envelope. Each week their grade will be recorded and you will be asked to sign that you have seen both the conduct card and the contents of the envelope. The following are additional consequences relating to conduct cards:

Time out and/or lose recess
Completion of a Behavior Plan
Letter or phone call to parents
Visit to the office



Homework Policy

In order to develop good learning habits, your child must learn to set aside time each evening for homework. Your student will be assigned homework Monday through Thursday. In general, your child should not need more than 45 minutes to complete their homework. This does not include any time they might spend working on Science homework from Mrs. Formsma. Some nights the load will be heavier and lengthier assignments may require weekend work. Assignments that are not completed during the day may also come home as homework. Please keep in mind that I will provide sufficient time in class for your child to finish assignments. Therefore, if your child is bringing home excessive homework, it may indicate a problem with organizing his or her time.

Supporting good work habits requires a joint effort. I will support your child and encourage good work habits at school. Your student will also benefit from your support and encouragement at home. Please provide guidance and input as necessary, but allow your child to take pride in finding solutions and working independently. If you find your child is spending much more than one hour on homework please contact me so that we can discuss possible solutions.

To ensure completion of quality homework please try to do the following for your child:

- 1) Stress the importance of school and work completion.
- 2) Create a quiet area with few distractions providing necessary materials for your student to complete homework (i.e. desk or table, calculator, dictionary, etc.)
- 3) Allow your child to have "free time" (watching television, playing video games, going outside, etc.) only after his/her homework is completed and you have seen it.
- 4) Read and sign your child's assignment book each night so that you know what work was assigned and completed.
- 5) Establish consequences with your student if the homework is not completed consistently.
- 6) Praise your child for neat and complete work!

Math/Reading/Spelling at Home

By fifth grade it is expected that students know their multiplication facts at least through 10 and that they can recite them quickly. We will review at the beginning of the year, but it is important for your child to practice them with regularity at home until they are able to do this. It is vital to your child's success in math this year. Reading at home for at least 20-30 minutes on a nightly basis will help increase your child's reading and comprehension skills. Spelling tests will usually be given weekly and students will be expected to study words at home throughout the week as well as complete any spelling homework they might have.



Thursday Work Envelopes

This work envelope has been created to help your student stay organized and keep you updated on our classroom activities. In addition to this, it will inform you of your child's weekly citizenship grade, which is based on behavior and responsibility/work habits.

Every Thursday your student will bring home an envelope containing completed work and/or graded assignments (please keep in mind that not everything we do in class is graded.) Parents are asked to review and discuss these papers with your student. Please keep an eye out for letters, flyers, or book orders, as they will also come home in this manner.

If there are any missing assignments or papers your student wishes to redo, he or she may correct, complete, and return them for credit within one week. Otherwise, the papers are yours to keep.

Please be sure to sign your child's envelope each week so that I know you have gone over their work and have seen their citizenship grade. **Envelopes are expected to be returned to school on Friday with a parent signature.**



Assignment Books/Planners

An assignment book has been provided for your student. This planner is extremely useful as it encourages students to develop responsibility and turn in their assignments in a timely fashion. It also serves as an excellent communication tool between school and home. I will go over assignments daily and students should record what they have for homework as well as any upcoming events/projects in their planner. It is the responsibility of the child to write his or her work in their planner. **Parents are asked to read and sign their child's planner each night with the exception of Friday.** If you write me a note in your child's planner, please remind your child to show it to me first thing the next morning otherwise I may never see it.

If you find that your child has not been keeping up with his/her planner, please get in touch with me so we can work together to get him/her on track. Students must replace lost planners for a small fee.

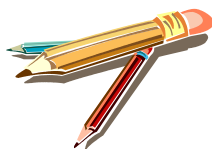
Late and Missing Assignments

Students are expected to turn in completed assignments on time, but I also understand that there might be times when that isn't possible. Therefore, I will accept late work up to **five** school days after the due date. The first day an assignment is late, the score is less 10%, after that the student's grade will continue to go down 10% per day. After five school days, the assignment will no longer be accepted and the score will be recorded as a zero. **It is the student's responsibility to ask if he/she has any missing assignments.** One way that students can keep track of their assignments is by writing them down in their assignment book every day. You will be receiving reports on your child's progress mid-way through each grading period and more frequently if your student is struggling with turning in their work.



Redo Policy

Students may redo any papers with a 75% or below, excluding tests or quizzes. When students receive graded papers in their Thursday Envelopes, they have one week to redo the assignment and turn it in. The final grade will be the average of the original and the redo papers. In some cases the student will need to ask for a new sheet in order to redo the assignment. It is the student's responsibility to request a new copy of the assignment. If a student receives less than a 75% on a test, they will not be able to redo the actual test for credit, but they may check with me on an alternate assignment that would allow them to improve their grade up to a 75%. If an assignment is late, it cannot be redone.



Paper Headings

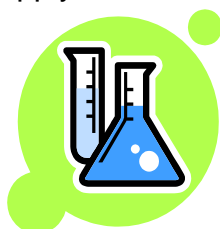
Papers should always have student's name, date, subject and assignment in the upper right hand corner. The next line is to be skipped. Students should always write legibly and neatly, using only pencil, unless otherwise specified.

Condition of Work

Papers must be clean, unwrinkled, and not torn to shreds and taped back together when turned in. It is the responsibility of the student to take care of his/her work. Please understand that a neat fold in the paper is fine, and I understand that little rips happen here and there and that too is okay. I'm talking about the kind of work that looks like it has been through the ringer. Mutilated work will count as missing and not be accepted. Students that turn in work with extremely sloppy penmanship that I cannot read or barely can read will be asked to rewrite it neatly, and the work will be counted as a late assignment.

Absent Students

Upon returning to school it is the student's responsibility to see me to discuss any work they might have missed. Upon returning to school students will find an "Absent Folder" on their desk. Absent folders are filled out by a fellow student and contain all the assignments and paperwork from the time your child was gone. **It is crucial that once your child returns to class, he or she go over the contents of the Absent Folder with me in order to ensure that they understand what is expected of them.** If there are any questions at that time, students are encouraged to ask for further explanation. All make-up work is given two days for every one day absent to be considered on time. All other policies apply.



Science/Social Studies Switch



Monday through Thursday we will be switching with Mrs. Formsma's class for Science. She will be teaching the students Science while I teach her class Social Studies. Mrs. Formsma will go through her expectations of the students in their first class with her. Much of the grading and homework policies are the same. ****The vocabulary and context of Science can sometimes be difficult for students, so remind them to take careful notes during class and to bring home any needed materials when they have homework.**

Snacks

The students will have a short afternoon snack time each day from 2:05 – 2:15. Please send your child with something healthy for snack each day. Appropriate snacks are granola bars, cheese and crackers, cheese sticks, fruit, etc. Water bottles are always welcome in class as long as they don't become a distraction. Please no pop, juice, or flavored water in the classroom.



Donations

If your child would like to donate any of their old chapter books to the classroom library they are more than welcome and I appreciate it so much! I always ask that they put a note inside the cover so others know who donated the book to our classroom library. We would also love donations of old games that may be collecting dust at home. Inside recess happens quite often during the blustery, winter months and our game collection is becoming quite sparse.

Book Orders

Every six weeks or so I will send home book order forms. This is completely optional, however many parents have found the books to be a bargain and popular with their kids. Please send checks instead of cash whenever possible. **Please make checks payable to Scholastic Book Clubs.**

Star of the Week

Each week a student will be chosen to be Star of the Week in our class. If your child is chosen to be Star of the Week they will come home with a letter and attached paperwork on Friday. Please help your student gather what they would like to share and send it to school with them on Monday. They will have time in class to share and will bring home their treasures on the following Monday. Please do not send anything that cannot fit in a backpack or survive a ride on the bus!



Birthday Treats

Birthday treats are always welcome so feel free to send in a peanut-free treat! Store bought treats usually work best as we can check the labels. Just let me know in advance if it is something I need to check over. We will share treats during our afternoon snack. Please send in at least 30 of whatever you choose. Here are some peanut-free treats that kids love:

Krispy Kreme Doughnuts
Oreos
Chips Ahoy Chocolate Chip
Dots
Kellogg's Yogos
Dum Dum Suckers
Tootsie Pops
Rollo
Bottle Caps
Starburst Candies
Starburst Jelly Beans

Hershey Milk Chocolate Kisses
Hershey Kissable Mini Kisses
York Peppermint Patties
Junior Mints
Junior Caramels
Skittles
Kellogg's Poptarts
Popsicles
Wonka Candy (Nerds, Runts, Rope)
Tootsie Roll Products

This list is by no means exhaustive, so please let me know if you have another idea and we can check into it together. Thank you so much for your cooperation! 😊

End of the Day

At the end of the day, students will be busy filling out their assignment books and packing their bags and things can get very hectic. In order to minimize unnecessary distractions at the end of the day, please wait for your child in the main entry way of the school until the bell rings. If you need to check your child out of school before the last bell at 3:50, you will need to do this from the office. They will call the student down. Please do not go to the classrooms. If your child has to leave early, he/she is still responsible for any homework that is assigned even if he/she is not there when we fill out planners before dismissal.

Progress Reports

Progress reports will be handed out in the middle of each marking period. I will send them more frequently if I feel it is necessary for a particular student. See attached grading scales/weights.

Grading Information

General Grading Scale

100 – 93	A
92 – 90	A-
89 – 88	B+
87 – 83	B
82 – 80	B-
79 – 78	C+
77 – 73	C
72 – 70	C-
69 – 68	D+
67 – 63	D
62 – 60	D-
Below 60	E

Check +	100
Check	87
Check -	75

In all subject areas grades are weighted in two categories: Practice (daily work) 40% and Performance (tests and unit projects) 60%.



Lunch/Recess and Specials Schedule



Lunch/Recess-Daily from 11:10 – 11:40
Afternoon Recess-Daily from 1:50 – 2:05

****We will have specials every day from 1:05 – 1:45 with the exception of Library which will be from 9:15 – 9:55 on Fridays. In January Music will take the place of Art and continue for the remainder of the year****

Monday - A WEEK – ART / B WEEK – PE
Tuesday - A WEEK – PE / B WEEK – ART
Wednesday - A WEEK – ART / B WEEK – PE
Thursday - A WEEK – PE / B WEEK – ART
Friday - A WEEK – ART / B WEEK – PE
and Library 9:15 – 9:55



We will also go to the computer lab at least once a week. However, we often go much more than that to utilize the technology available to us to enhance the material.

Getting In Touch With Mrs. Michalski

Email: tmichalski@tkschools.org

The easiest and often quickest way to reach me is through email. I check my email a couple of times each day!

Voicemail: 269-795-5400 x4506

If you are calling during school hours you may need to leave a message, but I will return your call as soon as possible.

Office: 269-795-7944

Any absences need to be reported to this number.

(Important: Call the office if your child's go home plan changes – do not call me or e-mail me because the message may not be received. Some afternoons I'm so busy that I do not have time to check my voicemail or e-mail until after school.)

Handwritten Notes: Please remind your child to give it to me first thing in the morning.

My goal is to help your child be successful and learn responsibility by giving them opportunities to be successful and responsible. Doing it, not hearing about it, leads to success and responsibility. I can't wait to get to know your son or daughter. It's the relationships and laughter shared with the kids that I love most about teaching!

~Mrs. Teresa Michalski

I realize this is a lot of information and while I have gone over it in class with the students, I appreciate you taking the time to go through it yourself and discuss it with your child. You should have also received a Page Elementary Handbook for the 2012 - 2013 school year. This contains school wide policies and procedures and is also important for you and your child to read. Please sign and return this sheet to school by Friday, September 21st. (Keep the packet of information to refer back to when needed.)



We have read and understand Mrs. Michalski's Classroom Policies/Procedures.

Child's Signature _____ Date: _____

Parent/Guardian's Signature _____ Date: _____

If you have e-mail and check it regularly, please leave your address below:

E-mail: _____

Volunteers: (Not necessary to read unless you wish to help)

If you aren't interested in helping in the classroom but would like to help with a party or send something in for the party, please check below. **If you are willing to actually help organize the party, please note next to that party.**

Halloween _____
Christmas _____
Valentine's _____

If you wish to help in the classroom please read the areas below where I need help. I will review the responses I get and develop a schedule of volunteers, which I will send home in a couple of weeks. If you can't commit to helping on a regular basis, I will certainly keep you in mind on days I need extra volunteers. Here are some areas I could use help with in the classroom:

_____ Tuesday or Thursday - multiplication practice with small groups

_____ Fridays, between - busy work, grading, recording, etc.

_____ Help with Native American Unit/Feast

_____ Book Study Club Helper – once a week commitment (more info to come)

_____ Junior Achievement (in the spring only)