

Fourth Grade Handbook



**Ms. Elizabeth Doing
St. Elizabeth Ann Seton
2022-2023**

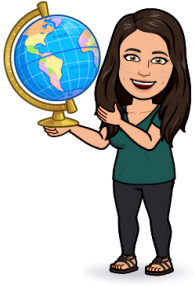


Dear Parents,

Welcome to Fourth Grade at SEAS! It's my privilege to be your child's teacher. We will learn many new concepts, have new responsibilities, and no doubt have some growing pains this year. My primary goal is to help your child on their journey to sainthood - that's why all of us are here! Everything we learn this year will help students on that path, which is my answer to all those "why are we learning this?" questions! Family is the first school, and you are the most important people in your child's life. I hope this handbook will be helpful as you and your child adjust to 4th grade. Please keep it as a resource all year! I am here to help your child grow as much as they can this year, and you are a vital part of that process. Thank you for all your support.

Elizabeth Doing

About Ms. Doing



I grew up in St. Louis, and was raised Catholic. In high school and college I was very involved in youth groups and ministry. That formation helped me truly encounter Jesus and His Church, and I am passionate about helping others know Jesus. I attended public schools, and I've seen how destructive the culture can be. Teaching in a Catholic school is a huge blessing. I love getting to teach my students not only about the world, but also about our faith!

This will be my 7th year of teaching. I have taught all 7 years here at SEAS. I graduated with a Bachelor's Degree in Elementary Education from Missouri State University in 2016.



I purchased a house in Springfield in 2020, and I love living in the Ozarks. I have an orange tabby named Rogelio who loves to get into trouble, and a sweet Bearded Dragon named Frizzle at school who just can't get enough attention from the kids. My hobbies include gardening, traveling, crafting, and journaling.

Parent / Teacher Communication

I believe that you and I are partners in your child's education. Communication between us is so important to ensure your child's success. I will keep you informed about your child's progress in various ways. The best way to contact me is through email, and I will respond within 24 hours Monday-Friday. Please check your child's take-home folder and our newsletter for any important information and/or notes from me. If you would like to speak with me about your child, please schedule a time with me. I am always happy to talk with you, but it is often much easier if I know when to expect you. I thank you in advance for your help in making communication an essential part of our classroom.

SEAS Office: 417-887-6056 ([call office for transportation changes](tel:417-887-6056))

Ms. Doing's email: edoing@scspk12.org

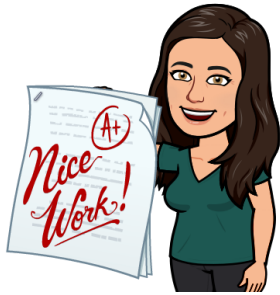
Class Website: <http://msdoingfourthgrade.weebly.com/>

Take-Home Folders

Students will have a Take-Home Folder that goes home each night and needs to be returned the next day. There will be a side that is labeled "Return to School" and a side labeled "Keep at Home." Please use this folder to return lunch money, paperwork, homework, notes to me, etc. Thank you for going through this folder and sending it back to school each day.

Notebooks

We will be learning and practicing note taking in 4th grade. Each subject will have a notebook (except reading and writing) where we will take notes from the textbook and classroom discussions. Along with the textbook, these notebooks are a great resource to help your student study. It is important that students use their best handwriting so that you can read what they've written. Students may bring their notebooks home occasionally throughout the year and ***it is very important that they are returned the next day.***



Graded Work

I will send home graded work in your child's Take-Home Folder each night along with any other important information. Please look over all the papers with your child. **Tests** with a score of 70% or below may be corrected and turned back in for ½ credit for each corrected response. They will usually have a correction slip attached with instructions and a due date.

Class Newsletters

A newsletter will be sent out on Fridays. It will be emailed and attached to your child's homework packet. The newsletter will tell you highlights for the upcoming week and update you on any other needed information. I will also include upcoming events for you to put on your calendar. This is a great way for you to stay informed about some of the exciting things we will be doing in 4th grade.

Homework

There will be a weekly homework packet sent home each Friday and will be due the following Friday. Your child will have all week to complete the assignments. The only other homework will be work that students have been assigned in class that was not finished. If you notice that your child is consistently bringing home a lot of nightly homework, it may be an indicator that they are not using time wisely in class. Please understand that any homework is not sent home as busy work, but as extra practice or as enrichment that can be very beneficial to your child and is not meant to take up too much of their time, a maximum of 40 minutes in one night.

Tests

Test dates will be written in planners once decided, and emailed to parents about one week in advance. At that time, students should start reviewing the material at home to prepare. The day before the test, we will review as a class and take questions. A study guide will be completed, and then sent home to review. The study guide can be turned in the following day for extra credit points on the test.

Planners

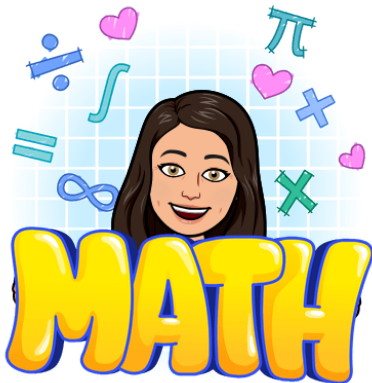
Students will bring their planner home each night to be signed by a parent or guardian. The purpose of the planner is to help students stay organized, keep track of homework, and look ahead to upcoming tests and events. This is an important skill we work on throughout the year. I typically star ★ homework assignments, highlight important dates, and record upcoming tests. Please check it each night! Students should feel confident reading their own handwriting and explaining what each assignment written in their planner means.

Grading

Grades will be entered online throughout the week. Please do not panic if your child has a low grade! There are many factors that can contribute to a low grade. If a child has been absent and hasn't finished the work, or if it was turned in late and I haven't graded it, could both be contributing factors. Also, if a student has a low score on an assignment when very few grades have been entered, this could lower their average score. Progress reports are a pretty good indicator of how your child is doing - if you have concerns at that point, please talk with your child or send me an email.

Test Corrections

If a student scores a D or F (69% or below) on a test parents may choose to have their child make corrections at home. If you choose to do this please follow the directions on the correction slip and return it to school. Students will get $\frac{1}{2}$ point back for each question they fix correctly. Those points will be added to the original score and written at the top of the test.



Multiplication Facts

Most 4th grade concepts involve applying the multiplication and division skills from 3rd grade. It is crucial that students memorize their facts 0-12. We will use "Reflex Math" daily to work on memorizing multiplication facts. Students will be given a username and password that they can use for further practice at home. They will be able to practice on any device that has Internet access. Again, any help you can give your child with mastering these facts, the more successful they will be. Flash cards and computer games are a great way to help them master these facts.

Math Tools

Students will use rulers, protractors, and fraction tiles during the second semester. I have a class set of these tools, which students can take home to borrow if needed. These items do not need to be purchased.

Classroom Behavior Expectations

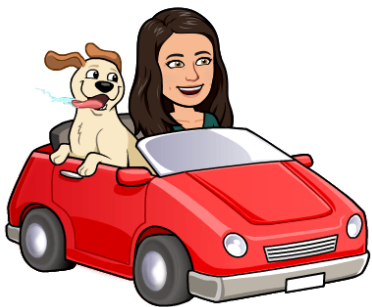
Our classroom will be a fun, positive, safe, structured, and orderly place. We will all work together to develop a classroom community that models Christian values by following our Catholic faith and is a place where students love to learn. Celebration of teamwork, achievements, cooperation, good choices, and prayer will be at the heart of our classroom. I expect appropriate behavior from students at all times. I encourage children to attempt to solve their own problems before I intervene. This promotes higher-level thinking skills and problem-solving skills. If they cannot or choose not to solve their own problem, then I will help them. In all cases, students will be treated with respect, and will be held accountable for their choices. We will spend a lot of time during the first few weeks of school talking about what is expected. We will discuss how these expectations relate to the real world and follow Catholic teachings. I will contact you if there is a problem that I feel needs more reinforcement or if I feel the problem was unresolved. I expect students to be respectful to me, to others, to property, and to themselves. I will use incentives called "Doing Dollars" that students can earn in various ways to buy items from the treasure box.

Discipline

- Small reminders/corrections - Warning or Lose 1 Doing Dollar
- Disrespect/not following directions - Behavior Chart signed and lose Doing Dollar
- After 2nd Behavior Chart signature - Think Sheet + parent signature required
- 3 Think Sheets in 1 Quarter = Pink Slip (parent signed) and office referral
- Physically hurting someone/Destruction of property/Threat/Inappropriate language = immediate pink slip and office referral + parent contact

Attendance

Regular attendance is highly valued for the success of your child. It is important that your child arrives on time and is prepared to learn each day. Please try to avoid tardiness. When students are tardy, it is hard for them to get on track with the rest of the class. The policy for SEAS school for picking up absent work in grades K-5 is that they will get their work that was missed when they return to school. Work will NOT be able to be sent home with a sibling or sent to the office to be picked up.



Transportation

Please make sure your child **ALWAYS** knows how he/she is getting home. Any changes from your child's regular routine should be in writing and communicated with your child before he/she leaves home that morning. We will not send a child home with another person/student or allow him/her to stay after school without written consent (or an email or phone call) from parents. **Please avoid emailing (only) me with transportation changes. I don't always see my email before the**

end of the day. You can email or call the office.

Schedule

- * Mass: 8:30am Tuesday & Thursday
- * PE: Monday, Wednesday, & Friday - Wear tennis shoes!!!
- * Library: Monday - Return Library books
- * Spanish: Tuesday & Thursday
- * Music: Tuesday & Thursday
- * Art: Wednesday
- * Technology: Tuesday & Friday

Lunch and Recess

Lunch 11:30-12:00 Monday-Friday

Recess 12:00-12:30 Monday-Friday

Hydrate the Brain!

Students are welcome to keep a bottle of water (ONLY water) at their seats. Water bottles (no glass bottles please!!!) must have a twist-on cap since they are easily knocked over. No flavored water please!!! Students are responsible for taking their water bottles home daily to be cleaned for the next day. Schools are germey places, therefore we want to keep things clean and healthy. If a student is unable to use their water bottle responsibly, they will not be allowed to have a water bottle at school.

Brain Food!

We will NOT be doing class snacks, but students are free to bring a healthy snack for **themselves** to enjoy during a specified time. A healthy snack would include things such as fruits, veggies, cheese, crackers, yogurt, and so on. Please do not send sugary or fatty snacks, such as chips, cookies, snack cakes, etc. as these will not promote learning. I will NOT be able to provide silverware and there will NOT be a refrigerator available for students to use. If your child cannot handle having a snack at school and it becomes a problem, they will be asked to no longer bring a snack.



Birthdays

Unfortunately, we cannot have birthday parties at school, but you may send a special treat for students to eat in honor of your child. Please send things that are easy to serve. Treats must be store-bought and packaged. If your child has a summer birthday, feel free to choose a day for sending treats to celebrate. Please do not send birthday party invitations to school unless you plan to send one for each child in our class OR for ALL boys or ALL girls. If you wish to invite only a few children, your child will NOT be permitted to pass them out at school, and you will need to use other means for delivery. This is a school policy which can be found in the SEAS handbook.

Allergies

If your child has any food allergies, please let Nurse Mire and the school office know.

Book Orders

We will order from Scholastic book clubs several times throughout the year. Book orders will be sent home in your child's Take-Home Folder on a Friday and will be due by the following Friday. When you order books, please DO NOT send cash. Scholastic does not accept cash. Make checks payable to Scholastic Book Clubs. There will also be an option to order online using our classroom code which will be given at the time the orders are sent home.

Grading Scale and Weight

Grades are weighted to make sure that longer tests or assignments do not impact grades disproportionately. This means that if you add up points in SIS and divide, the percentage might not match the grade shown.

35% Classwork - Participation, Labs, Work done almost entirely at school

25% homework - All assignments mostly done at home

40% Assessments - Cumulative assignments, projects, presentations (Only this category can be corrected)

Letter grades will be determined by percentages and assigned as follows:

A = 93-100

C = 73-76

A- = 90-92

C- = 70-72

B+ = 87-89

D+ = 68-69

B = 83-86

D = 66-67

B- = 80-82

D- = 65

C+ = 77-79

F = 64 and below

Missing Work

Missing work is entered into SIS as a 0 - usually with a MNSG notation. If a student receives a 0 it will look the same - please inquire if you're unsure! Students could have been absent or not turned in work they completed, and it will say 0. Check with your child first, often work is hiding in their backpack or folder! Always feel free to clarify, and check work that comes home against SIS.

Virtual Instruction

Virtual instruction will only be offered (in class) for prolonged sickness. Students cannot attend school virtually for planned absences or minor illnesses. If the whole school goes virtual (planned/snow days) 4th and 5th grade will always follow the same schedule.

By 8:00am - All assignments posted on Google Classroom

9:00 Homeroom Google Meet with Ms. Doing

11:00 Google Meet with Mrs. Kennon

The rest of the day is time to complete assignments. If you or your child has questions, each student knows how to email their teachers.