

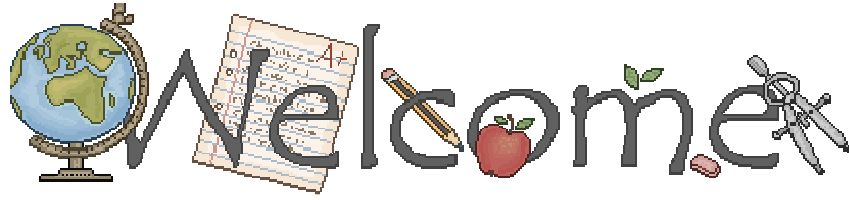
Mrs. Roberts ~ Grades 3 and 4

# Classroom Survival Guide



Everything You Need to Know to Survive  
AND Thrive!

Name \_\_\_\_\_



Dear Parents,

We are embarking upon a brand new school year, and I'd like to extend a warm welcome to my new and returning students. As always, the start of a school year holds the promise of new discovery and learning, as well as the prospect of personal growth in all areas.

This class handbook includes information to help you and your child become familiar with my expectations for the school year. Take some time to read through this information with your child, and let me know if you have any questions or comments. You may want to keep the handbook in a special place so that you can refer to it throughout the year. If you need to contact me, I prefer email or text if possible. My email address is [aroberts@lakecityacademy.org](mailto:aroberts@lakecityacademy.org). My cell number is 208-964-0351. You may also call the school and leave a message (667-0877) or, if there is a need, call me directly at the cell number above.

I'm looking forward to an exciting year with my class. Thank you for your cooperation in getting this year off to a great start!

Sincerely,

Mrs. Anita Roberts



## Class Newsletters and Weekly Progress Reports

I send home a Class Newsletter each Monday (or Tues, if there isn't school on Monday). I will also send home weekly progress reports (beginning the second week of school) on Thursdays. I ask that you sign the progress report and return it on Friday or I will notify you that one will not be sent, so don't accept any excuses for your child not having a progress report on Thursday. If you don't receive one, please email, text me or call the school to let me know.

### My Class Website

My class has a home on the Internet! Parents and students can visit my website to see an abundance of material... spelling words, memory verses, homework, special projects, keep up-to-date on classroom events, and SO MUCH MORE! My website is located at [www.teacheranita.com](http://www.teacheranita.com).

Be sure to visit my website and send me an email through the "Contact Mrs. Roberts" link telling me your thoughts on my website.



### School Supplies and Materials Needed

Your child will need all of the supplies listed. We would also appreciate donations of plastic spoons/forks, quart/gallon size baggies, and dry erase markers. Please do not send rolling book bags, the lockers are not big enough to house them. Thanks!

#### Individual Student Supplies

- 1 plastic school box (for storing small items – must fit in desk)
- 1 pkg. thin-tipped markers and /or 1 pkg. wide-tipped markers
- 1 water color paint set
- 1-2 pkgs. colored pencils (sharpened)
- 1 bottle of white glue, 4 glue sticks
- 1 pair scissors
- 1 sturdy ruler with centimeters and inches
- 2 spiral notebooks (single subject style)
- 1 black "Sharpie" marker
- 1 highlighter
- 48 #2 pencils (**sharpened**)
- 1 package wide-ruled, loose notebook paper
- 1 large eraser
- 1 8.5 x 11 white board / 1-2 dry erase markers, small dry erase marker eraser
- 1 water bottle with pop-top sipper (**please avoid screw-top sipper**)
- Headphones for computer usage
- 1 pair athletic shoes and socks (P.E. class) to be kept in locker

#### Classroom Supplies Requested

**please, no name written on items listed below:**

- 1 red, 1 orange and 1 green plain/ 2-pocket folders (**with no middle binding, etc**)
- 1 container of Clorox Wipes
- 2 boxes of facial tissue (cube style works best)

Students are responsible for having their supplies and being prepared for school each day. Not having supplies is never an excuse for interrupting learning or not following directions.

Students:

- ✓ If you are missing supplies, you must take care of this in the morning BEFORE class begins.
- ✓ The electric sharpener should only be used in the morning BEFORE class begins, or during breaks.
- ✓ If you do not have a supply, solve the problem quickly and quietly without interrupting learning.



## Attendance and Illnesses

Regular school attendance is critical to the learning process. Our school day officially starts at 8:15 a.m. Most are here at 8:00 or slightly after. As students arrive, we begin “morning work” assignments. When your child is absent or tardy, he or she misses valuable instructional time. Please call the office or send a written note whenever your child is absent. State law requires us to code each absence as “Excused” or “Unexcused”. Excused absences include illness and doctor’s appointments. Unexcused absences include out-of-town trips, and family vacations. Please be aware that the school has a new policy for attendance. See the school handbook or the school office for more information and forms.

Even though our school has strict attendance policies, it’s important to keep your child home if he or she is sick. Because of the recent flu outbreaks, schools are especially concerned about students attending school when they show flu symptoms. The policy states that a child must be **free of fever for 24 hours** before returning to school. Thank you for understanding.

## Cooperative Learning

I wholeheartedly believe in cooperative learning in the classroom. I have placed my students in mixed ability groups so that they may help each other during the learning process. Research has shown that all students do better when they are allowed to discuss and defend their ideas as they learn. Working in small groups also helps students learn valuable social skills they will need throughout life. Parents are often concerned about grades in the cooperative learning classroom. Don’t worry! All grades come from individual assignments and tests. No student's grade will be raised or lowered based on the performance of others in the group. I welcome the opportunity to discuss the benefits of cooperative learning with anyone who has questions or concerns.



## Homework/Classwork

I believe that homework is necessary for practicing skills that have been learned or for enriching the classroom experience. On the other hand, **I don’t believe in overloading students with busywork!** In many cases, homework is simply classwork that was not finished. I try to give ample time in class for the completion of assignments, but some students work more slowly and must finish at home. Students will also have Spelling Words/Memory Verse/Math Facts practice.

In order to help students get their homework assignments done, students will be given an Organizational Binder which includes a homework folder, and a Planner in which students will keep track of their assignments and other responsibilities. Please go through your child’s Binder and Planner each night so as to help your child with his/her daily responsibilities.

## Behavior Management System

If a student breaks a rule or needs redirecting, I give a warning. It is just a warning—and nothing more. I feel that a warning only works when its purpose is to allow students to **fix their mistakes on their own**.

A warning is another way of saying: *You broke a class rule, but I trust that you will check yourself and ensure that it doesn't happen again.* When my students are given the freedom to make the right choice, rather than having it forced upon them, it says loud and clear that I believe in them and their capacity to control their behavior. Sometimes my attempts to engage/redirect students with a warning fails in getting them redirected and so I'll ask the student to "Refocus". Here my student goes to a quiet place to think and reflect about his/her behavior and how to redirect/refocus in order to enter our classroom and course of study. If your child has been asked to "Refocus", he/she will have filled out a form in which you will need to sign and return to me. I keep all Refocus forms as a way of tracking behavior.

## Physical Education Program

Our class participates in physical Mondays-Thursdays. We do exercises, run laps, practice P.E. skills, and play games. Therefore, your child needs to wear appropriate clothing and footwear each day. Students who wear dress clothes or shoes should be prepared to change into appropriate clothing before our P.E. period. Slick shoes or restrictive clothing can be a hazard during physical education activities. If you feel your child should not participate in P.E. on a particular day, please write a note stating the reason. All children will be expected to participate unless they have a note excusing them.



## Binders and Folders

Students are to keep their Organizational Binder and folders neat and organized. They are to be taken care of them so that they will last all year.

Students:

- ✓ Take care of your Organizational Binder and folders. They should not be scribbled on, torn, folded, or cut with scissors.
- ✓ Keep Binder and folders stacked neatly so that you can find what you need easily.
- ✓ Make sure papers are placed neatly in folder pockets, or in correct hanging files, not loose in desk.



## Morning Routine

Our classroom is a calm and quiet place in the morning. Help us create a peaceful and happy room! Students should follow these guidelines upon arrival:

1. Check in using the clipboard just outside our classroom door.
2. Walk into the room quietly.
3. Unpack and turn in homework, notes, school office forms, etc.
4. Put bags and coats away neatly.
5. Check your supplies (2 sharp pencils, filled water bottle, etc).
6. Ask for needed supplies **BEFORE** Worship.
7. Complete morning work quietly unless it is a time of collaboration.



## Daily Math Drills

In my experience, students cannot move on to higher level reasoning in mathematics until they master their basic math facts. In addition to regular math assignments, your child will be performing daily drills until he or she has mastered the basic facts. I will give assignments through two online programs: XtraMath and a mathematical program designed to align with our math standards. Please encourage your child to use these programs at home along with us doing them in the classroom.



## Restroom and Water Breaks

Restroom and water breaks should never interrupt or distract from our learning.

Students may use the restroom or get a drink of water as needed, as long as they are responsible for the following:

- ✓ Do not go when the teacher is giving directions or teaching a lesson.
- ✓ Use the restroom and water fountains correctly.
- ✓ Ask permission
- ✓ Sign OUT and then IN.
- ✓ Take appropriate pass.
- ✓ Return quickly and quietly.
- ✓ If students take advantage of using the restroom and drinking fountain as an “escape” from the classroom, students will have minutes taken from recess time.



## Lunch

Hot lunch is an option for all our students Mondays – Thursdays, with Thursdays being pizza days. Please see the office and our online program to prepay for as many lunches as you'd like. If your child brings a lunch that requires heating, please do as much prep work as possible as I cannot do this for all kids and get them through lunch in a timely manner. Also, keep in mind that we are limited in microwave usage and share our lunchtime with another classroom. It would probably be in your child's best interest to keep the amount of lunches to be heated to a minimum so that he/she has adequate time to eat.

Lunch is the student's time to relax, eat, and talk with friends. In order for my students to enjoy lunch, they are responsible for using good table manners and making good choices.

Students, please remember:

- ✓ Stay in your assigned spot.
- ✓ Talk quietly with people sitting near you.
- ✓ Keep your food on your tray and your area clean.
- ✓ Chew with your mouth closed and use your best table manners.
- ✓ Do not share food.
- ✓ Use only kind words.
- ✓ Keep your hands and feet to yourself.



## Lining Up

Students should line up quickly and quietly. They are to show that they are ready to go!

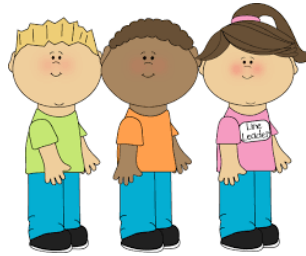
Students are to:

1. Wait for the teacher to finish giving directions, or has called you, before standing to line up.
2. WALK silently, straight to the line.
3. Once you join the line, stand still and quiet, facing forward and ready to go.
4. Once you are in your spot, stay there. Do not switch spots or move around the line.
5. Look at the teacher to show you are ready.
6. Leave space between you and the people around you, keeping your hands and feet to yourself.
7. Hold a bubble in your mouth! 😊

## Walking in the Hallways

Help our class get where we need to go quickly and quietly.  
Students should follow these guidelines:

1. Keep your hands at your sides, not on the walls or on other students.
2. Hold a bubble in your mouth to remind you to stay quiet.
3. Face forward to avoid wrecks!
4. Walk safely and quietly without stomping or dragging your feet, hopping, or skipping.
5. Keep up with line without bumping into the person in front of you.



## Toys at School

Students may EARN the privilege of bringing a special item or toy to school on special days. These days are the only days toys should be at school. If there is a specific toy students want to bring, they may ask me.

Please remember:

- ✓ Toys should never interfere with learning.
- ✓ Toys brought for special days must be appropriate for school (no electronics, expensive items, or toy weapons).
- ✓ Toys brought to school must be small enough to fit in your backpack.
- ✓ If students are playing with jewelry, school supplies, or other small items they may be considered toys and will be taken up.





## Mid-morning Snacks & Water Bottles

I think it's important for students to have a healthy snack in the morning, and I set aside class time for this. Please only send enough for one day, and don't send snacks that need refrigeration. Please do not send in unhealthy treats such as cake, chips, brownies, frosted cookies, or cupcakes. I also permit my students to bring a water bottle to school to keep on their desks during the day and to use at recess. Plain water is the only beverage permitted, and the bottle must have a secure lid. Water bottles should be taken home regularly to be cleaned. The following are examples of healthy snacks that we can enjoy while we continue to work.

- ◆ apples
- ◆ carrot sticks
- ◆ peanuts
- ◆ plain crackers
- ◆ cheese crackers
- ◆ small box of raisins
- ◆ grapes
- ◆ pretzels
- ◆ graham crackers
- ◆ dried fruit
- ◆ peanut butter crackers
- ◆ protein or nutrition bar
- ◆ peanut butter sandwich



## Parent Volunteers

I love to have parent volunteers in the room! You can file papers, staple progress reports together, read with students, help with math, or anything else that needs to be done. I can be a much more effective teacher when I have volunteers to share the load. If you are interested in volunteering, please see the volunteer page on my website ([www.teacheranita.com](http://www.teacheranita.com)). A school guideline for classroom volunteers is that they need to fill out a form and a background check will be conducted before they may work in the schools.



## Special Projects

- This year your child will delight in creating a state project! More information is on my website and in your child's binder.
- Going along with our U.S. regions theme, students will learn Idaho History. This lends itself to a study on Lewis and Clark. Your child will be involved in a musical on the adventures of Lewis and Clark. It will be performed at the end of the school year.
- Special field trips and activities will be planned to enhance our units of study.



## Afternoon Dismissal

School dismisses at 3:15 Mondays – Thursdays and 12:15 on Fridays. Students remain in classrooms until their name is called over the handheld transceiver. Parents may choose this method of pick-up, or come directly into the school to get their children. Those students not picked up by 3:30 will go to childcare. This program has a fee. See the school office for more details.





It is my hope that your student will have his/her best school year yet, reaching goals that will lead the way for continued academic and personal success. With the encouragement of parents and teacher, the students can reach new heights. As parents, your support of my classroom and Lake City Academy is vital to the success of our school year. Thank you for working in partnership with LCA. Have a great school year!

Blessings,

Anita Roberts

