Mrs. Flynn’s Class Survival Guide



2015-2016 School Year

5th Grade

Tynes Elementary School



Welcome to 5th Grade!

Fifth grade is an exciting year as your child will grow as a learner and become more independent as they get ready for middle school. I am looking forward to our year ahead. I am here for you and your child and I look forward to working with you throughout the school year. I hope that you find that fifth grade is a positive experience for your child as they develop as a student. The following pages are an overview of my classroom management plan and my expectations for the school year.

If you should have any questions, concerns, or suggestions on how we can improve your child’s progress, I invite you to contact me. I am generally available most mornings by 7:30 am. After school appointments can be scheduled but are more difficult due to after school commitments. I can be reached by calling Tynes Elementary (904-291-5400) or through e-mail. My e-mail address is cmflynn@oneclay.net. I can respond to e-mail much quicker than by phone. ☺

As your child’s classroom teacher, I believe that parent communication is very important. I will be communicating with you as much as possible about my classroom plan, your child’s progress, school events, and other activities through your child’s Tuesday folder, academic grade reports, and my classroom webpage.

I am very hopeful and enthusiastic that we will all have a great year!

Thank you,

Mrs. Carrie Flynn

5th Grade Teacher

Tynes Elementary

Daily Schedule

**8:20 – 9:50 1st Period**

**9:50 – 10:25 Resource**

**10:25 – 10:45 1st Period**

**10:45 – 11:15 2nd Period**

**11:15 – 11:45 Lunch**

**11:45 – 12:45 2nd Period**

**12:45 – 2:15 3rd Period**

**2:15 – 2:32 Recess**

Classroom Wish List

In addition to the classroom supply list, we have several needs throughout the school year. ☺

**Kleenex**

**Hand Sanitizer**

**Paper Towels**

These needs will be ongoing, and feel free to send some in at ANY time. I will notify parents if we have an emergency need of these items!

Morning Routine & Classroom Procedures

Students are to be in the classroom at 8:20 a.m. each morning. The tardy bell will ring at 8:20 a.m. and the morning announcements will begin shortly after the tardy bell. When your child enters the classroom, they will need to go directly to their hook to hang up their coat and bag. This is not a time for them to hang out and talk with their friends.

Once they come into the classroom, they will need to follow the directions on the board; these include: turning in lunch money, submitting homework to the proper bin, unpack bag, fill out assignment notebook correctly with updated homework/test information, and then read silently until the announcements begin. After announcements, we will start class. Students are expected to keep up with all personal materials (books, notebooks, pencils) as they switch classes throughout the day. All other materials such as: paper, pens, colored pencils, markers/crayons, rulers, notecards, etc. will be kept in my room on shelves and used as needed throughout the year.

Study Skills & Organization

**Assignment Notebooks** - All students are required to write homework assignments in their planner or specific notebook. This is done on the first Monday of the week before beginning class. You do not need to sign the assignment notebook unless you feel it is necessary. I do not check notebooks, so it is the responsibility of the student to ensure homework & assessment information is copied down properly.

**3-Ring Binder** - Students need to have a 1 1/2 inch binder with labeled dividers for class. This is to keep graded work for studying purposes AND if there is an issue with a grade on FOCUS. It is imperative that students keep their graded work until the end of the quarter!

**2-Pocket Folder** – Students will need to keep a two-pocket folder to keep their not-yet-graded homework and classwork papers in. This will help them keep up with each class’s homework/classwork so they do not lose it in their desks, book-bags or in another class. ☺

**Interactive Journals** – Students will need at least 5 composition books (one for each class) to use for notes & interactive journaling. These are used to refer back to and are great for studying for weekly tests as well as preparing for the FSA in the Spring.

**Classroom Webpage-** Please check my classroom website weekly often to keep up to date with news and important information. I try to update it on Fridays so students and parents can look at the week ahead. Please feel free to contact me if you are having trouble finding an important item on this webpage. My hope is that you will find it be a resource for communication and to practice current curriculum. My classroom website link is: <http://www.flynnsclass.weebly.com>.

Homework

The fifth grade teachers view homework as an extension of the educational experience at school. We try to limit it to around 50 minutes per evening for all classes. Students are expected to do their best work on each homework assignment. Homework is expected to be neat and accurate. All written work should be done in blue/black pen or pencil. No red ink should be used on schoolwork. Homework is to be completed by the morning of the due date. For my class, students will receive their weekly homework on Monday and it should be completed by Friday morning of that week for submission unless otherwise stated. Weekend homework is usually limited to studying, reading, and long-range projects. ***ANY CLASSWORK NOT COMPLETED IN CLASS WILL BE GIVEN AS HOMEWORK AND SHOULD BE SUBMITTED BY THE NEXT MORNING.*** Weeknight homework will include the following:

* Review assignments from the previous week’s activities. This will include spelling, vocabulary, grammar, reading strategies and prefix/suffix review.
* Reviewing textbook information, notes, and studying for upcoming tests. Please discourage your child from waiting until the night before a test to begin studying. Refer to the calendars and weekly homework/assessment updates for important test dates.
* Writing assignments
* READ, READ, & READ! This is how your child will become a better reader. Novels, magazines, and newspapers - they are all important. Please encourage your child to participate in Accelerated Reader.

Tests/Quizzes

With any test in my class, I try and have a study guide prepared to complete in class the day before a test is given. Students are expected to use this plus their notes & textbook to review, and then will take the test the following day. Study Guides will be submitted for a classwork grade the day of the test. Tests will be graded & returned as soon as possible. Anyone who earns below a “C” grade on the test will be asked to make corrections, submit and then re-take the test within two weeks of the original test date. Anyone who does NOT do this will keep their original test grade. ***Most tests in ELA will be given on Friday during class time unless otherwise noted.***

 Absences & Make-Up Work

If your child is sick, a parent needs to call the office to let them know. When your child gets back to school, they will get a sheet that lists all of the make-up work. **It is YOUR CHILD’S responsibility to get that work turned in**. They will need to speak with me to get a specific amount of time to get the make-up work turned in. If you want to pick up homework so that your child may begin working, please call or email me. I will make every attempt to get the work together that day. I can send it with a neighboring student, a sibling, or have it at the office for you to pick up at the end of the day.

If you know in advance that you will be out of town and will be missing school, please let me know with a phone call, note, or email. I cannot guarantee that I can pull together the work that you will miss but I will do my best. Otherwise, your child will receive the missed work when they return. Missed quizzes and tests will have to be made up with me in class and cannot be done at home.

Late Assignments

Students who have missing or late assignments **will** **not** be able to earn full credit for the assignment (unless the student was out sick or on excused absence). The following is the grading scale for late/missing work:

* ***Students may submit work late for full credit if there was an absence.*** Students must see me for their makeup work and will be given a specific due date. If not complete by the due date, credit will not be given. (See above for information on make-up work for an absence).
* ***Students who submit work on time will receive full credit.***
* ***Any work submitted after the assigned due date*** will be graded on the following scale:
1. 1 day late – 10 points off
2. 2 days late – 15 points off
3. 3 days late – 20 points off
4. 4 days late – 30 points off
5. 5 days and beyond – 50 points off
6. After two weeks, no credit will be given for the missing assignment

Make-Up or Re-Takes of Tests/Quizzes

* All students are given the opportunity to re-take/make-up tests and quizzes. It is the student’s responsibility to discuss a specific time to re-take a test they did poorly on. I will review the material with them individually or in small-group beforehand. If students choose not to re-take the test, then the original grade will stand.
* All re-takes must be done within two weeks of the original test date or the original grade will stand.
* Students who are absent on a test or quiz date must get with me personally to make this up (can be done during class time). See above notes about submitting missing work for an absence for more information.

Grading

Mrs. Flynn Classroom Grades

Classwork 50%

Homework 20%

Tests/Quizzes 30%

Clay County School Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Communication

If you need to contact me, please feel free to e-mail me at cmflynn@oneclay.net or call the school at (904) 291-5400 between 7:30 a.m. and 3:00 p.m. If I am unavailable because I am teaching class, the office will take a message or send you to my voice mailbox. You are also welcome to send a note to me in your child’s Tuesday folder! ☺

**Regarding e-mail:** You may only discuss your student on the email WITH a signed, current email permission form and a copy of your driver’s license. Keep in mind that all email in our county system is considered PUBLIC DOMAIN, and could be published at any time. Please be discreet in your electronic communications with Tynes staff.

**Tuesday Folder:** Tynes has instituted a Tuesday Folder for all students. Please check and sign the blue Tuesday Folder for school-wide communications and other important information. *Please sign and return folder promptly*. If you have not received it, please ask your student about this! ☺

 Classroom Expectations

In order to guarantee that all students get the educational environment that is best, a discipline plan has been established and will be in effect at all times, throughout the school year.

During the first few days of school, the students and I will develop a list of classroom core values and expectations. These expectations will include student character traits that will be needed to provide a fun, engaging, safe and educational learning environment. All students will have an input in creating the character and work habits trait list for their class.

Examples of character traits and work habits from years past include, but are not limited to:

* Respect yourself and each other
* Listen well
* Show kindness to all students
* Be responsible – for yourself, your items and your actions
* Uses time wisely
* Follows directions
* Prepared for class and classroom assignments
* Completes classroom assignments

Classroom Discipline Plan

Once classroom behavior, character and work habit expectations are established, students will be expected to live up to them. If there is an issue with students doing so, the following discipline plan is set in place:

* **1st Offense:** Student/Teacher conference to discuss the issue at hand. Students will be issued a warning and given an opportunity to correct the issue.
* **2nd Offense:** Student detention to be served at recess time or during lunch. Parents will be contacted and informed of the continued issue.
* **3rd Offense and Beyond:** Parents will be contacted, and student will be sent to administration on a behavioral referral.

***Certain offenses are considered grounds for an immediate referral. Please consult the student handbook for these items.***

 Student Goal Conferences

To help support the classroom expectations, procedures and discipline plan, as well as our academic expectations for students, I will be meeting quarterly with ALL students for goal conferences. At the beginning of the year, students will create goals for their behavior, academics and character for our time together in class.

Once goals are created, I will use these as a guide to help students be their best in their character, behavior and academics during the school year. Each quarter, we will re-visit the goals together to discuss and re-assess as needed. I firmly believe having written, established goals will help students achieve to their best potential!

General Advice

The transition from 4th grade to 5th grade can be very challenging for some students, because of the increased role of personal responsibility and the transition to switching classes. Students will be required to keep up with their classwork, homework, and supplies as they move from class to class. The team of teachers will work to teach and support students in this transition, in addition to helping prepare them for entering 6th grade the following year.

***\*\*PLEASE FILL OUT, SIGN AND THEN RETURN THIS SHEET ONLY TO CLASS BY FRIDAY, AUGUST 21ST.\*\****

***I have read, understand, and agree to the policies and procedures listed in the fifth grade syllabus for the 2015-2016 school year.***

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important information we need to know regarding your student (behavioral, family, medical, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_