

Miss Shafie's Classroom Handbook 2018-2019



Classroom Routines, Procedures, and Information

August 2018

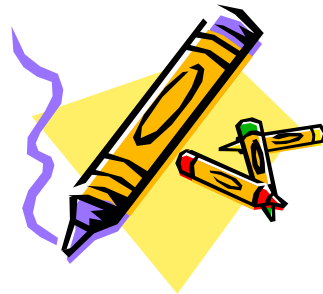
Dear Parents,

The purpose of this guide is to help you understand how your child spends their day and to answer some questions about certain classroom routines and procedures. Please keep this handbook for reference during the year.

There are four fifth grade classes in the West Pod this year. Although Mrs. Beck, Miss Nichols, Mrs. Gelwicks, and I consult each other and share the same curriculum, some of the contents in this handbook are applicable to my classroom only.

If you have any questions or concerns regarding this packet or anything else, please contact me. I hope the information supplied will be helpful. Looking forward to a wonderful year with all of our Room 305 families!

Sincerely,
Taraneh Shafie



Class Website

Take a look at our classroom website. This is where I will upload our class photos for you to view. No personal information about your child will be shared on the website.

To access the website

Pleasant Ridge Homepage → Families → Classroom websites
www.msshafie.weebly.com

Communication

- Every few weeks, on Friday, a class newsletter or note will be sent home. I will send a digital copy as well.
- Please look for notes sent from me every now and then. I like to periodically inform you about your child's performance and behavior in school. Please be sure to discuss the note with your child (good or not-so-good) so s/he can think about how this relates to the goals they have set for themselves in fifth grade.
- You may contact me via telephone or e-mail, should you have any questions or concerns. I, too, will be sure to contact you. My school telephone number is:

847-657-2735

- I also have voicemail, so do leave me a message and I will do my best to return your call promptly.
- You may also contact me via e-mail at:

tshafie@glenview34.org

Classroom Behavior

- 5th graders know the school rules well. We expect the highest respect for classroom and school rules. Students are very aware of classroom expectations and procedures.
- Throughout the year, students will hear me regularly discuss appropriate behaviors and school expectations. We do this through class meetings and discussions.
- Any disrespect or inappropriate behavior will not be tolerated and a consequence will be earned.
- On the positive side, students who consistently display appropriate behavior as well as those who go above and beyond in the area of good citizenship, respect, fairness, responsibility, and leadership can earn various rewards such as:
 - *no homework
 - *class parties
 - *special notes home
 - *free time
 - *tickets to earn prizes
 - *etc.
- I like to encourage the students to work together and show expected behavior in order to earn scoops of sea glass into our jar. When our jar is full, we celebrate with a class party or celebration.
- Please help me encourage your child to exhibit good leadership skills.

iPads

- iPads are to be charged at home. Students who habitually bring in their iPad with low battery will be required to leave it at school.
- Please emphasize that iPads are for learning only.

Homework

- Homework is a valuable tool in helping students make the most of their experience in school. It helps reinforce what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits.

- Parents are key to making homework a positive experience for their children. It helps if you and your child make homework a top priority at home; provide necessary supplies and a quiet homework environment.
- Students should read 30 minutes every night. Students who work efficiently and productively will use their time wisely and will not have an excess amount of work to take home.
- On days where little homework is assigned, students should plan out their long-term assignments and do small sections each time. This is also a good strategy to use when studying for tests instead of waiting until the night before to do it.
- Students' grades will be greatly impacted if assignments consistently do not meet expectations.
- As outlined in the homework contract that you signed with your students, my policy is as follows:
 - Students who leave an assignment at home or fail to complete it will receive a Missing Homework Alert that will be sent home and signed by a guardian
 - Students who receive 3+ Missing Homework Alerts in a trimester will receive a call home so that a plan can be set up with families to help the student succeed
- If there is a legitimate reason as to why your child is unable to finish an assignment, please send a note to me on the day the homework is due stating the reason it was not completed. The note must be signed by a parent/guardian.
- Homework assignments are posted daily on Schoolwork Online, which can be accessed through the Pleasant Ridge website.

Homework Deductions (unless there is a valid excuse)

- 1 day = -1 point
- 2 days = 50%
- 3 days = 0%

Subjects

Reading

- Students will learn reading strategies to increase comprehension and vocabulary. The reading material used in fifth grade comes from, but is not limited to textbooks, novels, and other resources. Students will experience both small group and large group instruction, and individual reading. We use a balanced literacy approach here at Pleasant Ridge School. All skills taught, directly correlate to the essential outcomes and common core standards created by district staff.

Word Study

- This year emphasis will be on the application of correct spelling in all subject areas. Vocabulary development in areas such as word meaning, analogies, figurative language, etc., is also an area of focus. Word study will include academic vocabulary, which will cover all areas of curriculum as well.
- Word study will be done for 20-25 minutes Monday-Thursday during our literacy block. Students should be able to finish their work during this time if they are working productively. Work that is not finished must be taken home as their word study notebooks are due on Fridays, when they will be checked and students will take a test.

Spelling

- Students will also have a spelling packet that they will work on each morning as their morning work. The packet will be due on Fridays, and students should have enough time to finish the work in class if they get started as soon as they come in every morning. Work that is not finished by the end of the day Thursday should be taken home to be completed.
- Friday mornings students will take a multiple choice spelling test, checking their understanding of the work for the week.

Grammar

- Each week students will be given a packet that teaches them a new grammar lesson. The packets do a great job explaining the concepts to students, and

they are required to complete this on their own. Students are aware that if they still don't understand the concepts being taught in the packet and have made an effort, they are to come to me during morning work or independent work time to receive extra help.

- Students are required to complete the grammar packet as homework (or work on in class when they have finished required work) and it is due Thursday, when we will go over it as a class.
- I always list the IXL strands that are related to the grammar lessons on the packets, and these are a great way for students to get extra practice with the concepts.
- On Fridays, students will take a weekly grammar quiz.

Writing

- Writing is integrated throughout all subject areas. Students learn about different aspects of writing through mini lessons, which will focus on sentences, paragraphs, punctuation and the writing process.
- Students will express themselves creatively and formally through their writing.
- Other areas of focus will be on narrative, opinion, and informational writing.

Math

- Math is taught using the Every Day Mathematics program.
- Emphasis is on relating math concepts to the real world.
- Focus areas are on problem solving, developing good number sense, encouraging flexibility in thinking and writing about math.
- Students attend math classes during our universal math hour where all teachers cover the exact same units within the curriculum.

Social Studies

- The following themes are covered in social studies throughout the course of the year: Exploration, Colonization, and Revolutionary War.
- Students will have the opportunity to learn and practice a skill related to the topic they are studying. Interpreting graphs, symbols, using graphic organizers, making maps, outlining their reading, interpreting history visually,

discussing viewpoints, researching significant turning points, etc. are areas of focus for students.

Science

- We will cover the following units: Scientific Method, Weather & Space, and Forces & Energy. Students will apply the concepts, principles and processes of scientific inquiry. Science units begin with students learning how to make detailed observations. Ideas are then formulated based on their observations and findings. Students then move from literal to abstract thinking which finally introduces them to the topic of how scientific theories are developed.

Switching Classes

- Students currently switch for math. As the year progresses, students may have the opportunity to work with additional teachers and students. We do this to help them with their learning goals, but also to assist them in transitioning to the Middle School. Additionally, it gives students the chance to experience different teachers and teaching styles as well as different student interaction.
- This year I will be teaching our class the Social Studies curriculum, and the students will be switching to Mrs. Beck's class a few times a week for their Science instruction.

Encore

- P.E. is 5 days per week at 30 minutes each
- Art is one day per week for one hour
- Music is two days per week for 30 minutes each
- Drama is one day per week for one hour
- Library Check Out is one day per week for 30 minutes

Miscellaneous Information

- Children often like to make arrangements to go home with their friends. Make sure these plans are made the night before the intended visit. If your son/daughter will be deviating from their normal routine, such as being picked up early, **please let me know with a written note or email sent before lunch**. For safety reasons it is very important that we know where the children are headed after school.
- We work as family in our classroom. We will be together for one school year, and we will continue to build a positive and encouraging community within the classroom where student feels welcome and excited to learn.
- Ask your child what s/he learned in school; refrain from asking what s/he did. Encourage thinking and problem solving.
- Reading every night is important. Students are required to read 30 minutes every night Monday-Thursday. They are also required to read 30 minutes over the course of the weekend.
- Communication is key. Please do not hesitate to call, drop a note, or e-mail me when necessary. I will get back to you as soon as possible.
- I look forward to a great year with you and your child!

Schedule for Room 305

2018-2019

(Please note the schedule may change as the year progresses if needed)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Writing	Library	Music	Writing	2 nd Step/Class meeting
8:30-9:00	PE	PE	PE	PE	Writing
9:00-9:30	Music	Drama	Writing	Art	PE
9:30-10:00	Social Studies	Drama	Social Studies	Art	Science with Beck
10:00-11:30	Literacy Block	Literacy Block	Literacy Block	Literacy Block	Literacy Block
11:30-12:00	Social Studies	Writing	Science with Mrs. Beck	Grammar review	Science with Beck
12:00-12:55	Recess/ Lunch	Recess/ Lunch	Recess/ Lunch	Recess/ Lunch	Recess/ Lunch
12:55-1:55	Math	Math	Math	Math	Math
1:55-2:25	Wrap up/ Pack up/ Read Aloud	Wrap up/ Pack up/ Read Aloud	Wrap up/ Pack up/ Read Aloud	Wrap up/ Pack up/ Read Aloud	Fun Friday

