Fourth Grade

Handbook



West Oakview Elementary

Colleen Heyboer and Leah Pietrusza

Dear Families,

Welcome to fourth grade! We are excited to get to know you and work with you to ensure the best education for your child.

As fourth graders, it is important that we work on responsibility and organization. These skills are extremely important to have in fifth grade and beyond. Many of our rules and procedures are meant to strengthen these skills. Please help us in supporting your child as they work on these skills this year.

Our Fourth Grade Handbook should serve as a reference for you throughout the upcoming school year. If you have any questions, please feel free to contact your child’s teacher at school by (616) 361–3470 or by email cheyboer[@nvps.net](mailto:aschelhaas@nvps.net) lpietrusza@nvps.net

Sincerely,

Colleen Heyboer and Leah Pietrusza

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| **Absences** | All absences need to be reported to the office as soon as you can at (616) 361-3470. If needed, leave a message with the name of your child and the reason for the absence. |
| **Allergies** | Please make sure we are aware of any and all allergies. If your child has an Epipen that you intend to keep in the office, please contact the office at (616) 361-3470. Do NOT send an Epipen in a backpack for any reason. Thank you for helping to keep all of our students safe. |
| **Birthdays** | Birthdays are exciting! Please let us know in advance if you would like to share a special treat with the class. We celebrate at the end of the day for 10 minutes. Please keep that time frame in mind when buying or making treats. |
| **Buses/Pick Up** | All students who plan on using the bus to transport to and from school must register online with the Northview Transportation Department at www.nvps.net/transporation. Every student registered to use the bus for transportation will be sent home on the bus at the end of each day. If there are any changes to the normal bus or pick up routine, your child’s teacher requires a written note in the planner, a phone call to the office at (616) 361-3470 or an email to cheyboer@nvps.net or lpietrusza[@nvps.net](mailto:jgorter@nvps.net) by 2:00pm. Without a written note in the planner, phone call or email by 2:00pm, We MUST send your child home in the normal, routine way. A verbal statement from your child does not guarantee safety and can be confusing. Thank you for helping keep all of our students safe. |
| **Communication** | Our preferred method of communication is email. We will typically reply to all emails within 24 hours. If needed, you can always call the office.  Please let us know if you prefer another form of communication.  **Email:** cheyboer[@nvps.net](mailto:aschelhaas@nvps.net) or lpietrusza@nvps.net  **Phone:** (616) 361-3470  **Website:** http://westoakview4thgrade.yolasite.com |
| **Conferences** | It is important for the success of each student that every parent attend conferences. There will be two conferences each year. Fall conferences will tentatively take place the week of October 14 and spring conferences will tentatively take place the week of March 2. Be sure to check your child’s Friday folder for more information as we approach conference week. |
| **Delays & Snow Days** | Please watch the news for any possible delays or snow days. If you are interested, please sign up for the Honeywell Instant Alerts at instantalert.honeywell.com. You will receive a phone call or text message in the event of inclement weather, emergencies and school wide events. |
| **Emergency** | Please make sure you have all emergency forms filled out with up to date information with the front office. This will ensure contact in the case of individual or school & district wide emergencies. If you are interested, please sign up for the Honeywell Instant Alerts at instantalert.honeywell.com. You will receive a phone call or text message in the event of inclement weather, emergencies and school wide events. |
| **Field Trips** | We plan on taking two field trips this year. Information will be sent out before each trip in the Friday folder.  If you plan on volunteering please make sure to fill out a volunteer form online as soon as possible. If this is not done prior to the field trip you will not be able to attend. The form can be accessed online at nvps.com under, Get Involved.  We will be taking a bus to and from our class field trips. Our end of the year field trip usually takes us a bit farther from town (We have gone to Lansing and Dearborn in the past) for this field trip students are expected to ride to and from the field trip on the bus. Your child’s safety is our number one priority and we need to ensure that everyone gets back to school. |
| **Half Days** | School hours for half days are 8:14am to 11:30am. Buses and pick up will be treated the same as full days.  If transportation changes on half days, please make sure we are aware in advance by calling the office at (616) 361-3470 or email at cheyboer[@nvps.net](mailto:aschelhaas@nvps.net) or lpietrusza[r@nvps.net](mailto:jgorter@nvps.net) prior to the start of the school day. |
| **Homework**  **Fact Club**  **Friday Folders** | The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills and develop good work habits. Homework will be sent home on Friday in your child’s Friday folder. Homework is due the morning of the last day of each week (normally Friday). Homework will include a reading log, math pages from the math journal and any work that was not completed from the week. Due to only one math journal per child, students will only receive one packet for the week. If homework is not completed, students will miss their community time. Students are responsible for coming to their teacher with questions BEFORE Friday morning. Periodically throughout the year students will receive additional math homework in the middle of the week that will be due the following day. This is meant to get students used to having homework that is due midweek. This is common procedure starting in fifth grade.  The grade level expectation at the end of January is that fourth graders will have 80% mastery in multiplication facts 0x0 to 12x12. If they do not they will be staying in for afternoon recess Monday-Thursday to work on multiplication facts.  Your student will be given a folder to take home each Friday with important papers and homework. If this is lost or misplaced students will be responsible for a replacement. This folder should be returned to school, emptied on Monday morning. If the folder is not returned students will not be able to take home papers the following week. |
| **Hours** | School hours are from 8:14am to 3:16am. The playground and cafeteria for breakfast will be open at 7:55am.  Children MUST be with an adult until 7:55am when the playground and cafeteria open.  Thank you for helping keep all of our students safe. |
| **Illness** | While we encourage proper hand washing and cleanliness, germs are passed very easily at school.  Your child must be **fever free for 24 hours** before returning to school. If your child has been vomiting during the night, please **DO NOT** send them to school that day. Thank you for helping keep all of our students safe and healthy. |
| **Labels** | Please label all items, especially winter items. Items are easily misplaced or forgotten and labeling them will help us keep organized. Any unlabeled items will be taken to the school lost & found located near the front office. |
| **Medication** | All medications must be kept in the office with parental permission by filling out all necessary forms. Please do NOT send medication with your child in their pocket or backpack including cough drops. Thank you for helping keep all of our students safe and healthy. |
| **Meetings** | If you need to request a meeting, please notify your child’s teacher as soon as possible. We will do our best to schedule a meeting that will respect both of our schedules. We are available most school days from 7:45am to 8:14am and 3:30pm to 3:45. Please notify your child's teacher if you would like to take advantage of these times prior to showing up. If you would like to include additional staff members, please notify us as soon as possible. |
| **Outdoors** | We will go outside everyday. Please check the weather each day and dress accordingly. There will be days that the weather does not permit us to go outside but be prepared each day. |
| **Parties** | We will have three main parties throughout the year. They are combined 4th grade parties in the gym. Halloween Party is October 31 at 2:15pm  Holiday Party is December 19 at 2:15pm  Valentine’s Day is February 14 at 2:15pm  (These dates are tentative!)  We will contact those who volunteered two weeks in advance to answer questions and support you in anyway. |
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| **Snack** | We will take a short brain break in the late morning where students will have the opportunity to have a small snack. Students will be responsible to provide their own snack. We do welcome and appreciate snack donations :). Please do not send soda, candy or sugary snack items. Your child will not be allowed to eat these types of items at morning snack. We also have a peanut allergy so please be mindful of this when sending in food. Your student may bring in a water bottle to have throughout the day. Please do not send in other types of drinks as they will not be allowed in the classroom. Spills happen often and they are not always easy to clean thoroughly. |
| **Specials** | **Art:** Beth Usadel is the fourth grade art teacher. Students will attend art once a week for 60 minutes.  **Music:** Kim Nagy is the fourth grade music teacher. Students will attend music twice a week for 30 minutes. There will be one concert students are expected to attend in the month of November or December.  **PE:** Scott Stephens is the fourth grader PE teacher. Students will attend PE at least twice a week for 30 minutes. Students are required to wear appropriate shoes.  **Library:** Carrie Davies is our school librarian. Students will attend library once a week for 45 minutes. The students are allowed to check out books as long as they are returned the next week. Like public libraries, you will be charged for any lost or damaged books.  **4th Grade Schedule**  **Mrs. Heyboer’s**  **Ms. Pietrusza’s**  **M-Art M-Library**  **T-Music & PE T-PE & Music**  **W-Library W-Art**  **TH-Music & PE TH-PE & Music** |
| **Toys & Electronics** | Please avoid sending students with any toys or electronics that may distract from the learning environment. The school is not responsible for any lost or stolen toys or electronics. This includes trading cards and distracting jewelry. Any items that cause disruption will be taken and returned at the end of the week. |
| **V.I.P.** | Our wonderful secretaries are Mrs. Lana Christian and Mrs. Laura Neidzielski  Our principal is Mr. Tony Quinn  (tquinn@nvps.net)  Our social worker is Mrs. Liz Maher  ([emaher@nvps.net](mailto:emaher@nvps.net)) |
| **Volunteers** | There are many opportunities to volunteer at West. Some school opportunities are: school store, popcorn,Watch Dogs, Mileage Club, and West Fest. The classroom opportunities available are teaching Junior achievement or planning holiday parties.  **If you are choosing to volunteer, make sure that you have a current volunteer consent form filled out. These can be found and filled out digitally online at** [**NVPS.net**](http://nvps.net/volunteer-in-our-schools/) **under GET INVOLVED. We encourage you to fill this out at the beginning of the year just to be safe. If you are not cleared we cannot have you attend field trips or help in the school building.** |
| **Website** | Our website will include important information & dates, classroom news and links & resources to support learning. Please make it a habit to check regularly. We will not be sending home a monthly newsletter but we will update the website at least monthly. You can find it at http://westoakview4thgrade.yolasite.com. |
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(Cut Here and Return just this portion to your child’s teacher)

Thank you for taking the time to review the handbook with your child. ***Please sign below, indicating that you have read and understand the handbook***. If you have any questions, please let your child’s teacher know!

Thank you! We are looking forward to a great year!

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Parent/Guardian Signature Student Signature

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Date Signed