

August 7, 2020-2021

Dear Fourth Grade Families,

I would like to welcome you and your child to the fourth grade. I hope that everyone had a very enjoyable summer. I am very excited about this year and I hope my students are ready to learn.

I also wanted to take this time to inform you about the policies and procedures for the fourth grade. On Thursdays, I will be sending home blue folders, I ask that you please look through the papers and take everything out of the folder. Also included in the folder is important school information, graded papers and tests.

The newsletter and schedule for the week will be included. It is important that you check the website each Monday.

I will be available to talk with you for any reason. Please call the school to set up a time. The school number is 385-2228. If a student has a question about homework they may e-mail me. My e-mail address is kduncan@vdio.org. I no longer have a home phone!

I have an incentive program for the students. Students earn tickets for good behavior and homework. They can collect tickets for a drawing on Friday, and students can then pick something out of the treasure box. We usually draw two names per week.

My Discipline Plan is simple – I use a discipline paper! I only send home the paper when a student has had a problem during the day!

- 1. Warning**
- 2. 5 minutes recess**
- 3. 10 minutes recess**
- 4. Whole recess**
- 5. After 4 tally marks it will be at my discretion the consequences!**
- 6. –Cursing – Fighting – Bullying – Discretion of teacher – referral sent home – No Warnings**

It is important that the students remain fueled throughout the day. The students can purchase juice, water or milk through the school. If you would like your child to have milk, water or juice in the morning send the money in with their lunch money. It is best to send lunch and juice

money at the beginning of the week or the beginning of the month, please write your name on an envelope when sending to school.

Students are also allowed to bring in their own individual snacks. They can purchase a snack from the cafeteria for around .50 cents.

Homework is due each morning at 8:15AM. I always give the students plenty of time to work on their homework the day it is assigned. I like for them to take their work home and double check it. If the homework is not turned in the next morning, the student will need to stay in at recess, this is called detention. If a student goes to detention it will not harm them, this way I know I have each student's work everyday.

Each afternoon I will write all the assignments on the board. It is the student's responsibility to write all assignments in their assignment notebook. I believe fourth graders need to take responsibility for their assignments and their notebook.

Grading Scale: I'll give them one for their notebook.

I would like to thank you in advance for letting me have this opportunity to be your child's teacher. I will strive to make them the best they can be!

Sincerely,

Kim Duncan