

**MCKINLEY ELEMENTARY SCHOOL**

MR. TRUONG

August 14, 2019

**WELCOME TO  
5<sup>th</sup> GRADE!**

Dear Fifth Grade Parents/Legal Guardians,

It is with great pleasure that I welcome your child to our fifth grade family. It is a year full of many interesting activities and a year to sharpen many of the necessary skills needed for middle school. I would like to take this time to share with you some things to keep in mind that will help your child succeed at school.

**SUPPLIES FOR SCHOOL (labeled with child's name)**

1. Backpack
2. Wide-rule notebook paper for homework assignments (at home)
3. Small pencil sharpener with shavings container for inside desk.
4. Dictionary (at home)
5. Two boxes of pencils (2 dozen) for class use.
6. Two 4-roll (or more) packs of toilet tissue paper for class use as Kleenex.
7. Glade Plugins Scented Oil or Airwick refill.
8. A pair of headphones or earbuds for computer work.

**WEEKLY WORK**

Each child will be expected to keep an updated homework assignment sheet with the corresponding work in a homework folder. Work will be checked daily and progress reports will be sent home each Friday informing you on how your child did for that week.

**HOMEWORK POLICY**

Homework is an integral part of your child's school experience. Fostering good work habits requires a joint effort. I will support your child and promote good work habits at school. Your child will benefit greatly from your aid and encouragement at home.

Homework will be assigned Monday thru Friday. Students are instructed to take home unfinished class work, study math facts as needed, and read a book for 15 minutes or more each night. Assignments are expected to be turned in on time, in good form, and checked. For legitimate reasons why your child might miss homework, please write a note to explain the situation to me. Students un-excused for missing homework will have to complete the missed assignment in class during recess time. Nameless papers will be recycled. However, students may re-do the work for credit.

If your child misses or turns in more than one late homework assignment in a given week, she or he will be placed on a Homework Contract. A sample of the contract is provided. This Homework Contract will be valid until the teacher decides that your child has demonstrated full responsibility in completing all his or her assignments without our continued assistance for at least three perfect (3) weeks in a row. Students whom miss homework while on a Homework Contract serve recess/lunch detention to make up missed assignments. Students who repeatedly miss assignments while on a Homework Contract will have to complete disciplinary lines as well.

**ATTENDANCE PROCEDURE**

In order for your child to be successful in school, they must be IN school! However, there will always be times when an absence can't be avoided. Please call the school's attendance line at 510-618-4321 to report your child's absence before 10:30 AM on the day(s) of the absence. With any absence, students need to complete make-up work provided by the teacher.

### TARDY PROCEDURE AND POLICY

Students are expected to be lined up in our line at 8:10 AM every morning. A student is considered tardy at 8:15 AM and very late at 8:40 AM. Any student entering the classroom after the tardy bell is required to complete the following procedure:

1. Sign the Classroom Tardy Sheet.
2. Sit in the assigned seat and get into the lesson.
3. See the teacher during recess for conference and consequence.



The teacher will enforce the tardy policy in the order outlined below for UNEXCUSED TARDIES.

**First Unexcused Tardy:** Warning, conference with student

**Second Unexcused Tardy:** 5 minutes staying in at recess, conference with student, contact parents

**Third Unexcused Tardy:** 10 minutes staying in at recess, conference with student, contact parents

**Fourth Unexcused Tardy:** Loss of complete recess, conference with student, contact parents

**Fifth Unexcused Tardy:** Loss of AM and PM recesses, conference with student, contact parents

### SCHOOL-WIDE PHIS (POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS)

At McKinley School, we encourage and reinforce our students' positive behaviors when they are:

Safe (Keep hands, feet, objects, and unkind words to ourselves.)

Organized (Be at the right place at the right time.)

Achieving (Put forth your best effort.)

Respectful (Respect yourself and others.)

The S.O.A.R. behaviors and expectations will be thoroughly taught the first few weeks of school and reinforced thereafter. Students will earn McKinley Eagles S.O.A.R. tickets when they exhibit these positive behaviors and may redeem them for prizes throughout the year from the S.O.A.R ticket menu.

### CLASS RULES AND DISCIPLINE POLICY

Your child's success in the classroom is very important. To create and maintain a positive learning environment for all students, I'd like to share with you our class rules and policies. The rules of this classroom are based on respect, hard work, and personal responsibility. Students are responsible for their own behavior. Good behavior will be reinforced positively. If your child chooses to break our rules, he or she has also chosen one of the consequences below.

#### **CLASSROOM RULES**

1. Listen carefully.
2. Follow directions.
3. Work quietly. Do not disturb others who are working.
4. Respect others. Be kind with your words and actions.
5. Respect school and personal property.
6. Work and play safely.

#### **CONSEQUENCES FOR MISBEHAVIOR**

1. Warning.
  2. AM Community Service - 15 Minutes
  3. PM Community Service - 30 Minutes
  4. Disciplinary Lines
  5. Note Home on ClassDojo. (Teacher/parent conference may be required.)
- Severe disruption: Sent immediately to principal.—



### CLASSDOJO CLASSROOM MANAGEMENT APP

This year, we are using the ClassDojo classroom management app that helps teachers encourage students' self-management of life skills in class and easily communicate with parents. Parents and students at home can check to see daily feedback on student behavior and performance in class. I will also be using the ClassDojo app to share pictures or videos, send important announcements, and send parents private instant messages. This app works with iOS, Android, Kindle Fire, and on any computer with Internet access. Students will also be posting their own work such as drawings, videos, projects, etc. to share with their families using the ClassDojo Student Portfolios feature.

To get started, please follow the directions in the attached ClassDojo flyer to sign up for an account **by Monday**. You will need to use the specific code assigned for your child. Your child will earn 5 ClassDojo points with your sign-up! For this system to be effective, please check ClassDojo regularly, keep me updated on how your child is doing at home, encourage the life skills we are working on in class outside of school, and celebrate wonderful classroom moments at home.

### WEEKLY PROGRESS REPORTS

Every Friday, your child will bring home a weekly progress report (WPR) that will inform you of how your child is doing in these three areas: Classwork, Homework, and Behavior. The rating in Classwork includes: work done in class, participation, and use of class time. Your child's goal is to receive "GOOD" in all three areas. Any work that is missing may only be turned in the following Monday for credit. After that it will be considered an "0" in the grade book. These reports are to be signed by you and returned the following Monday. I welcome any comments or concerns that you may have so that we can keep communication open between home and school.

### FRIDAY MEMOS

Along with the progress reports, a weekly bulletin will be sent home informing you of important events in our class or school. Please take the time to read them on a regular basis!

### HONOR ROLL

Students who received "GOOD" in all three areas on their weekly progress reports will be placed on the Honor Roll for the following week. During that week they will receive special privileges. Students will also be able to earn special prizes for their efforts in getting on the Honor Roll. There will also be class rewards as the year progresses when the class as a whole is doing well.

### THINKWAVE.COM ONLINE GRADEBOOK

Rather than waiting until the trimester report cards to learn about your child's grades, you can instantly find out how your child did on a particular test, assignment, or project as soon as Mr. Truong posts it! You can do this by logging in to Mr. Truong online digital gradebook by logging in to THINKWAVE.COM. Please follow the directions provided titled "Student Login Instructions" to start checking out your child's grades in all subject areas. Like ClassDojo, please frequently check and reinforce your child's learning at home.

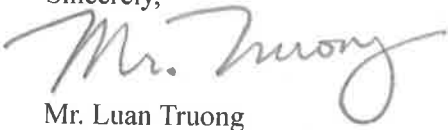
### SCHOOL-HOME COMMUNICATION

It is in your child's best interest that we work together with regards to his or her schoolwork and behavior, therefore I will keep you informed of your child's progress. If you have any questions concerning this year's program or specific questions regarding your child, please do not hesitate to e-mail or call for a conference. I will be available in the classroom before and after school daily. You may also reach me via private messages on ClassDojo (preferred), via electronic mail at [LTRUONG@SLUSD.US](mailto:LTRUONG@SLUSD.US), or on the phone in the classroom during non-classtime at 618-4320 (ext. 2955).

I've already discussed this plan with your child, but it would be appreciated if you review it with him or her. Then, please sign the signature portion of this form and return it to school with your child tomorrow. Be sure to keep this portion of the form for future reference.

I hope to see you at our annual Back-to-School Night on September 12th. At that time, I'll go into more detail about what we will be doing this school year and answer your questions. I'm looking forward to working with you to make this year a positive one for your child. Thank you for your time and cooperation.

Sincerely,



Mr. Luan Truong

PLEASE KEEP THIS LETTER AT HOME IN A SAFE PLACE FOR REFERENCE AND SIGN AND DETACH AND RETURN THE SIGNATURE SLIP BELOW TOMORROW. THE PARENT SIGNATURE SHEET IS YOUR CHILD'S FIRST HOMEWORK ASSIGNMENT! THANK YOU!

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### FIRST DAY OF SCHOOL PARENT LETTER - PARENT SIGNATURE SHEET

My child and I have discussed the expectations and policies for students and parents in this class this year and fully understand what is expected and required.

CHILD'S NAME: \_\_\_\_\_

PARENT/GUARDIAN'S PRINTED NAME: \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE:  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ (PLEASE PRINT LEGIBLY.)

## Fifth Grade Family/Teacher/Student Homework Contract

Dear Parent/Guardian:

According to our Homework Policy, your child, SAMPLE, has missed or turned in more than one late homework assignment this week. As a result, I am starting him or her on this Homework Contract. This homework contract will be valid until your child has demonstrated full responsibility in completing all his or her assignments without our continued assistance for THREE weeks in a row.

### Expectations of Parents:

- 1) Please check all your child's homework daily. Fifth grade homework should be completed, in good form, and on time.
- 2) Please sign your child's reading log daily.
- 3) Please initialize EACH of your child's assignments daily. A list of your child's daily assignments should be found on the Daily Homework Assignment Sheet found on the first page of your child's Homework Folder.

### Expectations of Teachers:

- 1) Have high expectations of all students.
- 2) Monitor and assess students' homework.
- 3) Initiate Homework Contracts whenever students fail to turn in more than one assignment. Communicate with parents about their children's progress.

### Expectations of Students:

- 1) Complete ALL your assignments in good form and on time.
- 2) Make sure your parent initials EVERY assignment EACH day.
- 3) Bring all completed work with parent's initials to school daily.

By signing below, you agree to all the expectations of this Homework Contract. If you have further questions, please send me a private message on ClassDojo (preferred), e-mail at [LTRUONG@SLUSD.US](mailto:LTRUONG@SLUSD.US), or call me at (510) 618-4320 (ext. 2955). Thank you for your support of your child's education.

Parent's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

# SAN LEANDRO UNIFIED SCHOOL DISTRICT

## 2019-2020 School Calendar

<b>AUGUST</b>				1	2	8/12	<b>Staff Development Day #1</b> (No Students)	
15/13	-5	-6	-7	-8	9	8/13	<b>Planning Day #1</b> (No Students)	
(Work/Inst.)	12	13	14	15	16	8/14	<b>1<sup>st</sup> Day of School</b>	
	19	20	21	22	23			
	26	27	28	29	30			
<b>SEPTEMBER</b>						9/2	<b>Labor Day Holiday</b> (No Students)	
20/20	2	3	4	5	6	9/12	Back to School Night Elementary School	
	9	10	11	12	13	9/19	Back to School Night High School	
	16	17	18	19	20	9/26	Back to School Night Middle School	
	23	24	25	26	27			
	30							
<b>OCTOBER</b>			1	2	3	4	10/4	<b>Staff Development Day #2</b> (No Students)
23/22	7	8	9	10	11	10/7-11	Parent Conferences K-3	
	14	15	16	17	18	10/7-15	Parent Conferences 4-5	
	21	22	23	24	25	10/18	End of Secondary 1 <sup>st</sup> Grading Period	
	28	29	30	31		10/24	Back to School Night Lincoln	
<b>NOVEMBER</b>						1	11/8	End of Elementary 1 <sup>st</sup> Grading Period
15/15	4	5	6	7	8	11/11	<b>Veterans' Day Holiday</b> (No Students)	
	11	12	13	14	15			
	18	19	20	21	22	11/25-29	<b>Thanksgiving Holiday</b> (No Students)	
	25	26	27	28	29			
<b>DECEMBER</b>								
	2	3	4	5	6			
	9	10	11	12	13	12/19	End of 1 <sup>st</sup> Semester-12/19/18	
15/14	16	17	18	19	20	12/20	<b>Planning Day 2</b>	
	23	24	25	26	27	12/23-31	<b>Winter Recess Break</b> (No Students)	
	30	31						
<b>JANUARY</b>			1	2	3	1/1-3	<b>Winter Recess Break</b> (No Students)	
19/19	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24	1/20	<b>Martin Luther King Jr. Day</b> (No Students)	
	27	28	29	30	31			
<b>FEBRUARY</b>								
15/15	3	4	5	6	7	2/13	Open House High School	
	10	11	12	13	14			
	17	18	19	20	21	2/17-21	<b>President's Week Holiday</b> (No Students)	
	24	25	26	27	28	2/28	End of Elementary 2 <sup>nd</sup> Grading Period	
<b>MARCH</b>								
22/21	2	3	4	5	6	3/5	Open House Middle School	
	9	10	11	12	13	3/9	CAASPP Testing Window Opens 3 <sup>rd</sup> -8 <sup>th</sup> (tentative)	
	16	17	18	19	20	3/12	Open House Lincoln	
	23	24	25	26	27	3/20	End of Secondary 3 <sup>rd</sup> Grading Period	
	30	31				3/27	<b>Staff Dev Day #3/Cesar Chavez Observance</b> (No Students)	
<b>APRIL</b>			1	2	3			
17/17	-6	-7	-8	-9	-10	4/6	CAASPP Testing Window Opens 11 <sup>th</sup> (tentative)	
	13	14	15	16	17	4/6-10	<b>Spring Break</b>	
	20	21	22	23	24			
	27	28	29	30				
<b>MAY</b>								
20/20					1	5/14	Open House Elementary School	
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22	5/25	<b>Memorial Day Holiday</b> (No Students)	
	25	26	27	28	29			
<b>JUNE</b>								
5/4	1	2	3	4	5	6/4	<b>Last Day of School (180)</b>	
	8	9	10	11	12	6/5	<b>Planning Day #3</b> (No Students)	