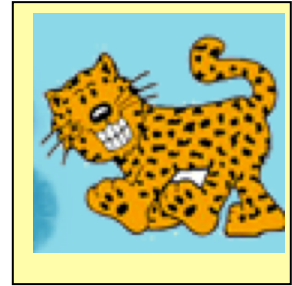


# Classroom Routines & Policies

## Mr. Gulka 5<sup>th</sup> grade 2014

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Welcome to our classroom! Please take a moment to review these classroom policies and procedures so I may work more effectively with you to help your child succeed this year. Thank you! ~ Mr. Gulka



- Class Web Site: [mrgulka.weebly.com](http://mrgulka.weebly.com)
- Contacting the Teacher:  
[gulka@4j.lane.edu](mailto:gulka@4j.lane.edu) or 541-790-6200
- Homework:

[gulka@4j.lane.edu](mailto:gulka@4j.lane.edu)  
541-790-6200

- Schoolwork for the week is usually 4 pages of math, 2 pages of writing, a weekly poem, and online work (IXL, XtraMath, and Spelling City). Schoolwork is passed out on Monday and due on Thursday with a few exceptions. For all the gritty details please read my handout, *Mr. Gulka's Class Management Plan and Schoolwork info*.
- Email  
I will send frequent emails and text alerts this year to keep you well informed. I use the district's Synergy email system so please make sure your contact information is up to date in our office (Linda and Patti can help you). If you would like text alerts and reminders please send a text to 541-326-4695 and type in *@mrgulka* in the message. I've used **Remind** for a year now and use it quite a bit.
  - Website Passcodes  
Your child will have many website usernames and passcodes (4J District log-in, IXL, XtraMath, Spelling City, Weebly, and others). I will provide each student with a form to record the different usernames and passcodes for them to always keep in their binder. It's incredibly helpful to record this information in a safe place at home.

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- Class fee \$15

Thank you so much for paying the class fee. Please be assured that the money will be spent on your child for rockets, field trips, and class activities that require extra supplies and a few class parties.

- Absences and Tardiness:

Simply stated, students must be at school in order to succeed. *Chronic* absenteeism and tardiness is my biggest pet peeve. Sadly, I've witnessed students miss twenty to thirty school days and suffer academically. Please make every effort to get your student to school on time. Students are allowed in the classroom at 7:45. School begins promptly at 7:55. Late students must check in at the office. Tardy students must pick up a slip at the office to give to the teacher.

- Spelling:

I use a Word Roots Spelling & Vocabulary program. I'm a big believer in word roots study and have seen students benefit from this. All students in my class have access to [www.spellingcity.com](http://www.spellingcity.com), a very nice online subscription spelling site.

- Sharing:

Students can *share* objects, photos, and toys on an informal basis. Please use discretion when allowing your student to bring items to school. **Toy guns or weapons are not allowed. I also ask that pets are not brought in for sharing.** Pets can be shown after school right at excusal time in front of the school.

- Trips during the year:

If you are planning on taking a trip during the school year, let me know in writing (helps with organization). Trips out of state sometimes offer a great opportunity for a student to create a photo journal that can be presented to the class. Students should continue to log into XtraMath and IXL. I will provide students with a pre made general schoolwork packet in lieu of assembling their future homework.

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- Breakfast

Please be sure your child has a healthy breakfast before coming to school. Children do remarkably better with a full stomach. Breakfast is served in the cafeteria every morning from 7:30 - 7:50.

- Snacks

If your child needs a snack in the morning please send something nutritious in his/her backpack. There will be a set-aside snack time.

- Field Trips

All parents interested in volunteering for field trips **must** have filled out a 4J Background Check. The school district must do a background check on all adults in contact with students. Please do this far in advance of any trips. Find the link for the Background Check on the Gilham homepage.

- Volunteers:

I love having parent volunteers in the classroom. Please fill out a volunteer form and I'll be in contact!

- Book Orders

Approximately once a month I will send home two to three Scholastic book orders - TAB, ARROW, and LUCKY. Our classroom earns points for the books ordered. I use the points toward purchasing books for the class library. Look for emails that indicate how to order ONLINE using our classroom code: [GZWZC](#).

- Discipline & Classroom Management:

Please read *Mr. Gulka's Class Management Plan and Schoolwork info*.

- Friday Envelope

Every Friday I will send home a "Friday Envelope" filled with passed back work, a parent letter (2x month) and paperwork from the office. Please look for this as it tends to hide at the bottom of backpacks. Have your child return the envelope on Monday morning. The very best way to stay informed is to make sure your contact information is up to date in the office and by signing up for the text alerts.

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- Progress Reports:

I will send home periodic progress reports.

Thanks,

Brian

Please read, sign, and return the following

You can expect the following from me this school year:

- 1) Regular communication about class and school events through email, texts, and hard copy letters in the Friday Envelope.
- 2) Frequent communication throughout the year about your child's academic progress through conferences, phone calls, progress reports, and notes home.
- 3) A highly structured, predictable and fun learning environment for your child
- 4) My 100% best effort to make this a fun and academically challenging year for your child

My hope from the families of the children in my class:

- 1) Weekly review and signing of the Student Planner.
- 2) Assistance with weekly homework assignments as needed.
- 3) Timely return of forms sent home for signature (this is so helpful).
- 4) Students arrive at school *on time* everyday prepared to learn.
- 5) Respectful communication about any questions or concerns about what is happening in the classroom. (Please call or email to schedule a convenient time to see me about any issues.) Contact me early and often if you have concerns.
- 6) Stay informed by reading emails, letters and texts

Additionally, fall conferences are held around Halloween. I'm looking forward to getting to know you and your child this year!

Thanks,

Mr. Gulka

-----CUT AND RETURN-----

I have received and agree to the expectations

\_\_\_\_\_  
My child's name

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

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Best phone number

mrgulka.weebly.com