

Welcome to 4th Grade!

Hello families,

Welcome back to P.S. 39 and to fourth grade! I hope that you have had a wonderful vacation full of family, fun, and relaxation. I am excited to start the school year. We are going to have a great year together!

First, I'd like to introduce myself:

- My name is Jordann Samela and this is my first year at P.S. 39. I graduated from St. John's University with my bachelor's and my master's in general education & special education. In my free time I love to travel. I am born and raised in Queens, NY. I am so excited to join the P.S. 39 community by teaching the fourth grade students!

The first few weeks of school are one of the busiest times of the year. I will be personally getting to know each student as well as determining their individual learning needs. I will be building our classroom community and establishing classroom routines and expectations. This is a crucial aspect of building a strong and successful community of learners.

Fourth grade is such a great year because the curriculum is rich, students are challenged every day, and the students have fun learning cooperatively with their classmates. Your children will become increasingly independent as well as feeling empowered and accomplished as they persevere through the year.

Although we will be having a curriculum night on Thursday, **September 12th**, we wanted to outline some of the important class policies and procedures so that we can have a successful start to the school year. You can also find this information on our class website: www.class4-301.wixsite.com/welcome. Please see the attached documents regarding these policies and procedures.

As partners in your child's education, I look forward to working with you to ensure that every child reaches their full potential and achieve more than they may have ever thought possible!

Warmly,

Ms. Samela

Daily Classroom Routines and Procedures

Here is a brief outline of some of the policies and procedures in 4th grade:

Attendance and Lateness

- Our school hours are 8:20-2:40 everyday. It is very important that your child be in school and on time every day. If they are sick, please keep them home and call the school to let us know.
- It is important for you to send an absence note upon your child's return to school. If your child is absent for 3 days or longer, they must bring in a doctor's note on the day they return. I have attached an absent note form, which can be duplicated for your convenience.
- Arriving to school on time is crucial in fourth grade. Try your best to have your child arrive on time because when a student arrives late they are missing valuable instructional time as well as interrupting their classmates' learning. In addition, middle schools examine the number of times a student is late in fourth grade, when considering a student's acceptance.

Arrival and Dismissal

- Our class will be lining up outside each morning in the Upper 8th Street Yard. During Inclement weather, students will be lining up indoors in Room 103.
- Our class will be dismissed from the front of the building on the 7th street side.
- If there is a change in your child's regular dismissal routine please send us a note or an email. **If your child has a playdate, a different adult picking them up or have permission that day to walk home alone, we need that in writing.** To ensure your child's safety, every student must say goodbye to us prior to leaving. I will make eye contact with the adult or supervisor picking the child up from school. For this reason, it is important that all adults stay on the sidewalk and out of the yard.
- It is important that you fill out and return the dismissal information on the family survey form. Please do so at your earliest convenience.

Snack

- Fourth grade has lunch and recess from 1:00 to 1:50. Because of this, **we will have a snack time.** Your child's snack should consist of one item (e.g. some fruit, bag of pretzels) and be easy to clean up. Any liquids, other than water, must stay in your child's lunchbox.
- Please make sure you provide a snack for your child as **I will not be able to provide a snack for them.**

Sneakers

- Our class has gym on **Friday** but for your child's safety during recess please have them wear sneakers every day.

Health Issues and Medication

- It is important that you complete the health concerns section, particularly noting any food allergies and asthma, on the family survey which is sent home. Please do so at your earliest convenience.
- If your child needs to take medication during the school day, you must obtain a 504 form from the school nurse and have your doctor fill it out. The nurse will keep the medication with her and your child will visit the nurse when they need to use it. They may not keep any medications in their desk or book bag, including an asthma inhaler.

Homework

- Your child will be receiving a Homework Folder in the beginning of the school year. This folder must be brought back and forth to school everyday. Please check this folder each day, especially during these first few weeks of school for important papers and class updates.
- I don't give a lot of homework in 4th grade but the homework I do give is quite meaningful. Each Monday your child will receive a homework agenda outlining the homework for the week. Sometimes I add or subtract homework from the agenda but it gives you and your child a look at the week ahead so that planning time is easier.
- Homework, along with many other materials, will be posted and updated on the class website.

Parent-Teacher Communication

- The 4th grade team is extremely responsive to parent concerns. The best way to contact us is through email (jsamela@ps39.org) I will respond as quickly as I can.
- If you are having any concerns, it is best to contact me first. I am often able to clarify any questions or concerns that you have immediately.
- Based on my professional experiences, I have seen issues arise due to miscommunication especially within public, social, and Internet forums. Therefore, I respectfully request that you have a private conversation with me and give me an opportunity to resolve the issue.
- Of course, if I cannot resolve your concern I would encourage you to speak to Ms. Panag because often she can be very helpful. We want to work together to make sure your child has a great year!
- Every Tuesday afternoon between 2:40 and 3:25 has been designated by the DOE as Parent Engagement Time. These 40 minutes have been set aside for face-to-face meetings, telephone conversations, and written correspondence (including email) with parents. Please take advantage of this time to communicate with me as needed across the school year. Although this specific time has been provided it is not the only time that we're available to meet to speak with parents. I will be communicating regularly. School/family communication is important at PS39!

Upcoming School Events

- Curriculum Night Thursday, Sept. 12
- Welcome Dinner Saturday, Sept. 21
- First PA meeting of the year Thursday, Sept. 26

Prep Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
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	8:20-8:50	Restorative Circles	Restorative Circles	Restorative Circles	Restorative Circles	Restorative Circles
1	8:50-9:40					
2	9:40-10:30					
3	10:30-11:20				Art	
4	11:20-12:10					
5	12:10-1:00					Gym
6	1:00-1:50	Lunch	Lunch	Lunch	Lunch	Lunch
7	1:50-2:40	Music	Science	Science		

ABSENTEE NOTE

4-304

_____ Date: _____
Print Student's First and Last

REASON FOR ABSENCE

[For extended absences or chronic conditions, a doctor's note is required in addition to the parent's note.]

PARENT'S OR GUARDIAN'S SIGNATURE

ABSENTEE NOTE

4-304

_____ Date: _____
Print Student's First and Last Name Class Number

REASON FOR ABSENCE

[For extended absences or chronic conditions, a doctor's note is required in addition to the parent's note.]

PARENT'S OR GUARDIAN'S SIGNATURE