September 6, 2016

Dear Parents/Guardians,

Welcome to the 2016-2017 school year! I am so excited to be your child’s 4th grade teacher this year. My name is Mrs. Marmion. I am very excited to get this year started and look forward to a challenging, yet rewarding academic year. Please allow me to take some time to introduce myself.

I attended Canisius College in Buffalo, New York and graduated in 2009, with a major in elementary education and special education with a minor in math. Right after graduation, I began graduate school at Buffalo State College where I have a Masters in Curriculum and Instruction. I have held many roles in different classrooms since I graduated from college. I have been a substitute teacher, kindergarten teacher, and a special education teacher. This will be my fifth year teaching fourth grade and it is my absolute favorite. I currently live in Cheektowaga with my husband Danny, our son Danny, and our dog Rondo.

Included in this letter are some important classroom procedures for you to look over as we get started this year. More detailed information will be provided on Meet the Teacher Night, October 5, 2016. I encourage you to you register for the “Remind App” in which you can have messages sent to your cell phone or other device. Most received the passcode when they came in to drop of supplies, if not your passcode is attached to this letter. There will also be information available on the Queen of Heaven school website. I look forward to meeting and conversing with you soon, and I look forward to a fun filled school year!

I thank you, in advance, for all your help this school year. Sincerely,   
  
Mrs. Marmion

\*Please see attached

Some important things to keep in mind for this school year:

1. Fourth Grade operates as a team, and therefore students will be switching classes. Below is a breakdown of who your child will have for each subject area. If you have questions concerning a certain subject area, please contact the teacher who teaches that subject.  
   **- Mrs. Marmion: Math, Social Studies, and Religion   
   - Miss Lunger: ELA and Science**
2. This year we are on a 6 day cycle for our “special” classes. Each trimester will have a different specials schedule. Here is a list of our “special” classes for the **first** trimester:

A: Spanish and Music

B: Chorus and PE

C: Spanish and Technology

D: Art and PE

E: Library  
F: Art

\* Please make sure that on assigned PE days, students bring in their gym clothes, sneakers etc.

1. We have block scheduling this year as well. This means your child will have math, social studies, ELA, and Science every other day for longer periods of time instead of every day. Your child will still receive Religion class daily. Please look at the attached schedule for clarification.
2. Students may have a snack each day. This will continue as long as they are respectful of their classmates and disruptions do not occur. If you decide to pack a snack for your child please remember, “The healthier the better.” Healthy snacks include: fruit, vegetables, cheese cubes, cheese crackers, granola bars. Unacceptable snacks are: chips, candy, cookies or sugar filled junk food. Our classroom is a **peanut/tree nut free** classroom. We ask that you **do not** send in any homemade items and that you check and read labels before your child brings in a snack. Thank you in advance.
3. The students will have homework almost every night. Homework is given so students have a chance to practice and become stronger in a skill that has already been taught in class. If your child is really struggling, please feel free to contact me with a note or through my email. Please be mindful of due dates. It is your child’s responsibility to make sure each assignment that is listed on the homework board is in their planner correctly. In addition, I will try my best to provide information about upcoming tests a week in advance to ensure the students have ample time to prepare and study.
4. To ensure proper communication between parents, students, and teachers, I ask my students to get tests signed by a parent and returned to school the **NEXT** day. You can use this opportunity to review the test with your child and have them reflect on how they did. You can ask them what they think went well and what they could do better next time to better prepare. I then keep the signed tests in your child’s portfolio at school so they have them to study for exams at the end of the year. Correct, sign, and return papers (CSR) are considered homework assignments, so if they aren’t returned they are considered a missing homework assignment.
5. Please make sure that all of your child’s belongings are labeled with a name or initials. This especially applies to gym clothes that tend to get “lost” easily.
6. **DEAR Book**: Every student is expected to have a book or two in their desk to read at any time. This book is to be used for DEAR (Drop Everything And Read) time and for the time after they have completed an assignment, while waiting for others to finish
7. Students are encouraged to have water bottles at their desks as long as they do not cause a distraction. Water bottles MUST be filled with water.
8. Please feel free to contact the 4th Grade team with any questions. You can also access this through the school website. Email is a great way to contact us with quick, non-urgent questions that can be answered in an email.   
   **-Mrs. Marmion:** [**mmarmion@qofhschool.org**](mailto:mmarmion@qofhschool.org) **- Miss Lunger:** [**clunger@qofhschool.org**](mailto:clunger@qofhschool.org)