

Dear Parents and Guardians,

Welcome to a new school year! I am very excited to be your child's teacher this year. This letter contains information with regard to the structure of a typical reading class, homework requirements, and **three forms to be completed and returned to school.** (*Photo Release Form, Classroom Library Contract, and Expectation Policy*)

Structure of Class

The structure of our class centers around a program called *The Daily Five*. This researched based program was developed to engage students in meaningful literacy tasks and further encourage children who love to read and write. Class will usually begin with whole group instruction; students will have then have the opportunity to complete tasks that will enable them to read and write independently while I provide focused instruction to individuals and students in small groups. Independent tasks include: read to self, work on writing, listen to reading, partner reading, PSSA prep and word work.

Homework Requirements

Students will devote much of their time to reading as research supports that this is the primary way to improve reading skills. With this in mind, students are expected to spend *at least* 30 minutes every night reading. I am asking parents to sign their child's reading log every night. In addition to reading every night, your child will be expected to complete their word study homework. All homework is due each Friday. (Exceptions will be noted on my website.) Throughout the week, students should be studying their list of vocabulary terms for a brief quiz every Friday. Students will routinely have quizzes on Friday that address a specific PSSA skill/term taught during the course of the week.

If you find your child spending an exorbitant amount of time on their homework, please contact me and I can make modifications as needed. Reading log days may be spread out over the course of the week. If a child reads for an hour on Monday, they can complete the log for both Monday and Tuesday. Homework is posted the Friday evening the week before on my website: <http://mrskurtzman2021.weebly.com>.

Homework/Assignment policy:

- 1) For each day an assignment is late, the assignment will lose 10 points. After five days, assignments will not be accepted and the student will receive a zero.
- 2) A student may turn in an excuse note from a parent/guardian in lieu of their work on the day it is due, and not be penalized.
- 3) If there is a snow day or for some other reason school is cancelled, work is due the first day we return to school. (This applies to quizzes/tests as well.)

School Supplies

If you would like to bring in additional amounts of any supplies listed on the supply list as donations to the class, any amount would be greatly appreciated.

Additional Information

I will be posting all grades online. Please use your child's username and password to access their grades. It is important to routinely check your child's grade online. **I will be sending out a weekly newsletter via email, Sunday evenings, that will give a broad overview of the material we will be covering in the upcoming week as well as any announcements.**

If you have any questions regarding how to access your child's account, please do not hesitate to contact me. While I can be reached through the school, email is more direct. My email is: srschwartz@philasd.org and my website is <http://mrskurtzman2021.weebly.com>. I will do my best to respond as quickly as possible to any questions or concerns. I look forward to getting to know you and your child.

Important Websites

Name	Function
InfiniteCampus http://www.philasd.org (click login)	Access Google Classroom (Reading and Writing)
http://www.getepic.com	Source for books. (Email was sent out for parent/student access) Class code: eph1417)
IXL (https://ixl.com/signin/greenfieldpa)	Website used to reinforce literacy and grammar skills.
Newsela.com (Click “sign in with Google” once you are logged into your school district account.)	Access to nonfiction articles with comprehension questions and writing prompts.
https://mrskurtzman2021.weebly.com/	Access information for language arts class.

Permission Form

This letter is to both inform you and request permission for your child's picture, voice, video, work and/or first name to be published on a District teacher's website and/or blog or displayed in class.

Student images are used on the internet to promote student activities and celebrate student work. However, there are potential dangers associated with posting personally identifiable information on a website because global access to the internet means that the School District cannot control who may view the website.

Accordingly, the School District will not release any information without prior written consent from you as the parent or legal guardian. Please return this form to your child's teacher to indicate if your child's image, voice, video, work and/or first name may be used on the internet. This permission will be applicable to any use of first name, picture, voice, work or video taken in the school year in which permission is given and will remain in effect until the first name, picture, video, work or voice is removed from the website or until consent is withdrawn. As parent or legal guardian, you may withdrawal your consent at any time by sending a written letter, along with a new form, to the child's teacher. Thank you for your cooperation.

Check one of the following options:

I/We GRANT permission for any photo/image, voice, video, work and/or first name of this student to be published on the teacher's website or blog or class display.

I/We GRANT permission for: (list all that apply)

_____ of this student to published
_____ on the teacher website/blog or class display.

I/We DO NOT GRANT permission for any photo/image, voice, video, work and/or first name of this student to be published on the teacher's website/blog.

In addition, I agree to release and hold harmless the School District, its School Reform Commission members and Board of Education, agents, officers, contractors, volunteers, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's picture, voice, video and/or full name on the internet.

Student's Name: _____

School/Office Name: _____

Print name of Parent/Legal Guardian: (print) _____

Signature of Parent/Legal Guardian: (sign) _____

Date Signed: _____

Classroom Library Contract

Dear Parents and Students,

It is a requirement for all fourth grade students to have at least **two** independent reading books with them. Students will have the opportunity to visit the classroom library beginning in late September. They will check out these books and carry them around in their bag.

As a student in Mrs. Kurtzman's reading class, you will have the opportunity to check out up to two books per week. It should be understood that these books **MUST** be taken care of properly and returned in a timely manner.

Please be aware that you are responsible for the books you borrow. If you lend a book to a friend before returning it to Mrs. Kurtzman, you are the one responsible for that book. Lost or damaged books will be the responsibility of the student. At the end of the year, students who have misplaced or lost books will be required to refund the listed price for the book(s) before they receive their fourth semester report card.

Please sign and return this portion to school by September 3, 2021.

Student Name: _____ Homeroom: _____

I have reviewed and understand the policy for checking out classroom library books. Lost or damaged books will be replaced at the cost of the student.

Student Signature

Parent Signature

Date: _____

Expectation Policy

We look forward to working with you and your children. In order to ensure every student is engaged and involved in their learning process we have come up with a series of expectations and consequences. By working together, we look forward to ensuring a successful fourth grade year.

Expectations in Classroom

- 1) Raise your hand when you wish to speak – No Calling Out
- 2) Must be in Uniform – Navy Blue or White Sweaters Only (Solid Colors), **No Hoodies**
- 3) No Food or Gum in Classroom (No Gum at all in School)
- 4) Speak kindly to others – Absolutely no put downs.
- 5) Absolutely no markers or pens.
- 6) Respect your teacher – do not speak out of turn.
- 7) Follow General Rules of Respect

Violation of any of the above expectations will result in a detention.

Consequences

- 1st Detention: Student must bring back detention slip signed by parent/guardian
- 2nd Detention: Student must bring back detention slip signed by parent/guardian
- 3rd Detention: Student must bring back detention slip signed by parent/guardian
- 4th Detention: Student must bring back detention slip signed by parent/guardian
- 5th Detention: **Parent/Guardian required to accompany child on field trip**
(Student must bring back detention slip signed by parent/guardian)
- 6th Detention: **Loss of Field Trip – Parent Conference** (Student must bring back detention slip signed by parent/guardian)

After the 6th detention, students must be accompanied by parent/guardian on each subsequent field trip.

***If a student does not bring the signed detention slip back the following day, the student will receive an automatic detention.

Please sign and return this portion to school by September 2, 2021.

I, _____ have read the Expectation Policy and understand the expectations and consequences that the fourth grade teachers have for my child.

Child's Name: _____

Parent Signature

Date