

Dear Parents,

I am looking forward to getting to know you and your children in the upcoming school year. This letter is to inform you that I will be going out on maternity leave the first six weeks of school. If everything goes according to plan, I will be returning in mid-October.

My class website is setup for the year and can be accessed via:
<http://www.mrskurtzman2016.weebly.com>. Beginning in September, you will be able to access the weekly spelling homework (posted the Friday before) as well as view due dates and other important information. Please feel free to contact me with any questions at:
srschwartz@philasd.org. I look forward to meeting you all.

Sincerely,
Mrs. Kurtzman

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, an addendum to the supplies list you received last year, and **four forms to be completed and returned to school.** (*Contact Information, Photo Release Form, Classroom Library Contract, and Expectation Policy*)

Structure of Class

The structure of our class will center 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 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, close reading, PSSA prep and word work.

Homework Requirements

Students will devote much of their time to reading as research supports this is the primary way to improve reading skills. Knowing this, 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 spelling homework. All homework is due each Friday. (Exceptions will be noted on my website.) Throughout the week, students should be studying their list of spelling/vocabulary terms for a brief quiz every Friday.

If you find your child spending an exorbitant amount of time on their homework, please contact me and we can make modifications as needed.

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 for all assignments on SchoolNet. 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://www.mrskurtzman2016.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.

~ Mrs. Kurtzman

Contact Information Sheet
*Please complete and return this form by **September 9, 2016.***

Student's Name: _____

Parent/Legal Guardian (please list all) _____

Home Phone Number _____ Best time to reach you _____

Cell Phone Number _____ Best time to reach you _____

*****Email Address _____

How would you prefer to be contacted to discuss your child? Email Phone

Additional comments/questions?

Would you like an interpreter for parent/teacher conferences? Yes*/No (Please circle)

*If yes, what language? _____

Thank you for your input!

Please turn over to complete permission sheet →

***** I am planning on creating a listserv for our classroom in order to communicate directly with parents for assignment updates and announcements as needed. Please provide an email address that you check regularly.

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 October. They will check out these books and carry them around in a one gallon plastic bag. **(Please write your child's name on the bag and send to school with this signed contract.)**

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 9, 2016.

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: **Parent contacted via email**
- 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 signed detention slip back the following day, the student will receive an automatic detention.

Please sign and return this portion to school by September 9, 2016.

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