

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, PSSA prep and word work.

### **Homework Requirements**

Students will devote much of their time to reading as research supports this as 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. This log will be due every Friday and will comprise most of your child's homework grade. In addition to reading every night your child will be expected to complete their spelling homework and write the definitions of their spelling words in their language arts' composition book. 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.)

### **Addendum to Supplies List (Distributed in June)**

I understand you were given a supplies list and I do not wish to cause undue hardship. However, I am asking parents to purchase a spiral notebook (college ruled) for their child to use as a place to keep writing activities

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](mailto:srschwartz@philasd.org) and my website is <http://www.mrskurtzman2014.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



Dear Fourth Grade Parents,

Hope everyone had a great summer! My name is Tyler Littman and I am lucky enough to have the opportunity to be student teaching for Ms. Kurtzman this fall.

I graduated from West Virginia University with a Bachelor's degree in Education. Afterwards, I attended Holy Family University for my Master's degree in Elementary Education. I have been working with children for many years now at surrounding schools and a summer camp.

Throughout my program I will be assisting Ms. Kurtzman with the day-to-day activities and eventually take over the lessons until December 12<sup>th</sup>, 2014. I am very excited for this journey to begin! I am looking forward to getting to know your child and watch them grow as learners. If you have any questions, please feel free to contact me.

Looking forward to meeting you!

Thank you,  
Ms. Littman

Contact Information Sheet

Please complete and return this form by **Friday, September 12.**

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?

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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. 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.*

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Please sign and return this portion to school by Friday, September 12.

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.*

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Student Signature

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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

During a class period, if after two violations of the expectation policy, the child has not positively changed their behavior, the consequence will be detention.

### Consequences

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

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

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Return this portion to homeroom teacher by Friday, September 12, 2014

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