

Classroom Procedures

Dear Parents,

Welcome to Fourth Grade! I am thrilled to have you in my class this year. This is my tenth year in the classroom. I received my Bachelor's of Science in Elementary Education from The Ohio State University in 1995. I finished my certification requirements at Miami University. I am highly qualified to teach grades 1-8 because I passed the National Teacher's Exam in 1996. I have also earned a Master's Degree from Indiana Wesleyan University in Curriculum and Instruction.

This should be a challenging and exciting year for you and your child. The instructional aide for fourth grade is Ms. Sandy Stempkowski. If you have any questions or concerns, please do not hesitate to contact us during the school day. We will get back to you as soon as we can.

Our classroom policies are attached to this letter. Please read through the entire packet carefully. Then go over the information with your child. Finally, return the last page to school signed by you and your child by Tuesday, September 4, 2007.

I look forward to meeting all of you. In addition, I am excited to be working with you to ensure a successful year for your child.

Sincerely,

Mrs. Reynolds

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Plan Books

As a way to work on organizational skills, students will use plan books. At the end of each day, it will be your child's responsibility to make sure all assignments are written in their plan book. Students are expected to show the plan book to a parent or guardian and get a signature nightly. You may make comments in the plan book if needed. Please feel free to use this as another way to communicate with us.

Homework

Students in fourth grade will have homework assignments each night in most subject areas. Homework assignments can include side B of their math sheets, achievement test practice, spelling practice, reading, social studies, science or writing. Homework assignments are due the day after they are assigned, unless otherwise noted.

We expect homework to be completed in a quality way and turned in on time. Any missed assignments will be worked on during recess the day it was due. Students will continue to spend their recess time completing work until they are completely caught up with all assignments. Failure to turn in late work will result in a zero for those assignments.

As an incentive for students to complete homework on a daily basis, we will have class surprises when students turn all their homework in on time 600 times. I know that sounds like a lot, but if everyone turns in their homework daily, we could have a surprise in 24 days! Let's work together to reach this goal!

Helping students get into the routine of doing homework is very important. Most kids need some time after school to relax, have a snack and recharge. Other students like to complete homework as soon as they walk in the door from school. Decide together what would be a good homework time and location. Make sure the location is quiet, comfortable and has adequate space. Getting into a set, daily homework routine is a great habit, which will help alleviate conflicts down the line.

Class rules-behavior policies

At the beginning of the year, a few classroom rules will be established. The rules are based on respect for themselves, respect for others and respect for property. The rules in fourth grade are as follows:

- 1. Respect others and their property.**
- 2. Complete all class work quietly.**
- 3. Stay in your seat.**
- 4. Ask for help when needed.**
- 5. Always do your best.**

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So that your child knows exactly what to expect, a list of rewards and consequences has been displayed in the classroom. This year, your child can earn Patriot Points by following class rules and by completing class work and homework. Patriot Points can be used to purchase rewards such as homework passes, computer time, pencils and candy. The rewards in our classroom include:

- 1. Praise from teachers**
- 2. Patriot Points**
- 3. Homework Passes**
- 4. Happy phone calls or notes home**
- 5. Good report cards**
- 6. Trip to the Patriot Store**
- 7. Computer time**

The consequences for making poor choices are also listed in the room. Although we hope that your child will make good choices everyday, we want you to know what steps will be taken to correct any poor choices your child may make. The consequences are based upon a flip-card system.

- 1. GREEN CARD-Great Day!!!**
- 2. Flip card to YELLOW-Warning!**
- 3. Flip card to ORANGE-Lose $\frac{1}{2}$ of free time**
- 4. Flip card to RED-Lose all free time/child has writing assignment that must be signed by parent before they will have free time again.**

If your child flips to red repeatedly, they may meet with the Executive Director of Education, Mrs. Murray. Please refer to the parent handbook to see how students are handled when written up and referred to Mrs. Murray. Washington Park Community School has a zero-tolerance policy. Any threats or bully-type behavior will not be tolerated and that student will be immediately referred to Mrs. Murray.

Snack

Students can bring in a snack to eat during our Reading block. If you would like your child to have a snack, please try to send something healthy such as fruit, vegetables with dip, crackers and cheese, pretzels or yogurt.

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Word of the month

Another way for your child to earn individual recognition is to be our classroom word of the month star. Each month, we will focus on a different character education term. For example, in September we will focus on **RESPECT**. We will define and explore what respect means and what it looks like when one is behaving respectfully. The student whose behavior shows they truly understand the word of the month will be the Word of the Month winner. Our classroom Word of the Month winner will also be the Blue Ribbon Student for our class. Our words for each month are attached. Keep it handy so that you can reinforce each trait at home as well.

We thank you for your support! We know that learning is journey, not a destination and we are looking forward to beginning a new adventure with you and your child. Again, please feel free to contact us with any questions you may have. Be sure to sign, date and return the last page of the packet to school by Monday August 29, 2005.

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I, _____, parent or legal guardian of
_____ have read, reviewed and understand
the classroom policies for my child's fourth grade classroom.

Parent/Guardian Signature _____

Student Signature _____

Date _____

Please return this page to school by Tuesday, September 4.