

I would like to welcome you and your child to fourth grade at Smyser School. There are so many exciting activities and projects planned for the students, and I am eager for us to work together to make your child's overall learning experience a positive one. Listed below is a brief overview of classroom management procedures that will be in place in our classroom.

### ***HOMEWORK POLICY***

In accordance with the Chicago Public Schools guidelines, students will be given at least 45 minutes of homework daily. The Smyser Student Planner will be used to record assignments for all subjects.

**Parents are expected to review and sign it, insuring that all work has been completed.** In the event that a student should forget to complete the assigned homework, the assignment will **be highlighted in the student planner with yellow marker** by the teacher. Missed assignments due to an excused absence from class, must be made up within a reasonable amount of time. The general rule is, one extra day for each day of absence. If a student is absent on Monday, their make up homework will be due on Thursday. **Late assignments will not be accepted unless accompanied by a parent note due to unforeseeable circumstances.** Keep in mind that students will be assigned take-home projects during the year. Notices will be sent home well in advance, outlining specific requirements and due dates. Students are required to keep up to date with all assignments, since **extra credit is NOT an option.**

### ***ACADEMIC PROGRESS***

**Students' class and homework will be sent home in the Parent Communication Folder regularly.** This will enable you to monitor your child's progress routinely. Please note that the exception to this will be if a student performs unsatisfactorily on a test paper (D or F grades). Such papers will be sent home immediately for your review and signature. Progress reports will be sent home after the fifth week of each grading quarter. Since the fourth grade teachers departmentalize, any concerns regarding the following subject areas should be addressed to the appropriate teacher:

- ***Social Studies – Ms. Erzurumly, Room 306***
- ***Math – Mrs. Cho, Room 304***
- ***Science – Mrs. Showalter, Room 302***
- ***Technology – Ms. Balen, Room 205***
- ***Physical Education –Mrs. Gillespie, Gymnasium***
- ***Music – Mr. Dupree, Auditorium***
- ***Library – Ms. Lynch, Room 303 (Library)***

### ***BEHAVIOR MANAGEMENT***

To better reinforce the CPS Student Code of Conduct, students will be adhering to assertive discipline practices in our classroom. Students will also engage in character education building activities throughout the year to encourage appropriate decisions and behaviors.

The following rules will be in effect in our classroom beginning the first day of school:

- **Do your own class/homework.**
- **Come to school with all your books, supplies, student planner, etc.**
- **Work quietly at your desk especially during tests.**

- Ask for permission to use things that belong to someone else.
- Stay quiet and orderly in the hallways.
- Be polite to school staff and other students in actions and words.
- Ask staff member for permission to leave the group.
- Dress in uniform clothes.
- Keep desks, lockers, hallways, lunchroom clean.
- Come to school every day and be on time.
- Participate in classroom discussions and activities.
- Always tell the truth.
- Follow the CPS Student Code of Conduct.

### Rewards

- Recess, classroom jobs, positive reinforcement, parties, popcorn and movie days

### Consequences

- For each minor infraction of the rules during the course of one school day, the following sequence will occur (except in cases that pertain to the specific disciplinary action outlined in the CPS Student Code of Conduct):
  1. Student's name on the board = Warning
  2. One check added = 20x written punishment during recess
  3. Two checks added = 40x written punishment during recess
  4. Three checks added = 60x written punishment during recess
  5. Four checks added = 45 min. after school detention and written punishment
- If a student incurs checks **after** recess, written punishments become homework for that evening.

Please review this information with your child. I hope this overview proves helpful to you and your child. Commitment, communication and cooperation are essential to the educational process. If you have any questions or concerns, please don't hesitate to request a phone call or a personal conference. I look forward to meeting you at our OPEN HOUSE. Let's work together to make this school year a great success!!!

Sincerely,  
The Fourth Grade Team

We have read the September letter. Therefore, we are aware of the Homework, Academic, and Behavior Management policy in the fourth grade classroom. We will do our best to work together to make 4<sup>th</sup> Grade a successful school year!!!

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_